



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Accounting Technician (Project)
JOB GRADE	
POST NUMBER:	56809, 56810
DIVISION/BRANCH:	Finance and Accounts Division/Project Branch
SECTION/UNIT:	-
REPORTS TO:	Project Accounts Assistant (Project)
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Project Accounts Assistant, the incumbent performs accounting duties for the respective activities and accurate accounting for projects.

2. KEY OUTPUTS (Results, Deliverables)

- Commitment Control Forms, Payment and Journal Vouchers for projects prepared;
- Ledgers maintained;
- Registers maintained;
- Expenditure recorded;
- Advances recorded

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Prepares commitment control forms and payment vouchers for projects;
- Checks all bills and invoices for legitimacy and accuracy and prepare commitment requisition for approval;
- Maintains the commitment control register;
- Checks all claims for arithmetical accuracy and prepare payment vouchers for certification and authorization;
- Generates and post sub-ledger entries daily and assist the Project Accounts Assistant in maintaining the general ledger and subsidiary accounts;
- Maintains receipt and payment cash books;

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- Posts vouchers to expenditure ledger by standard object classification (objects and sub-objects);
- Assists the Project Accounts Assistant in the preparation of Journals;
- Enters data on Financial Management Information System (FMIS);
- Records expenditure on projects by components, Object/Sub- object and categories;
- Records advances in a Subsidiary Ledger, under relevant accounts referring to payment voucher, cash receipts and journal vouchers;
- Checks project documents received;
- Prepares annual individual Work Plan;
- Prepares and submits monthly activity report.
- Performs any other duties, as assigned by the Project Accountant

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Commitment Control Forms, Payment and Journal Vouchers for projects prepared in accordance with the Financial Administration and Audit Act (FAA Act);
- Ledgers and subsidiary are maintained according to generally accepted accounting principles;
- Registers maintained in accordance with established standards;
- Expenditure recorded in a timely manner;
- Advances recorded in the appropriate ledger and in a timely manner.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Obtain advice, receive directives
Project Accountant	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback on financial matters
Project Accountant Assistant	Obtain advice, receives directives and guidance, information regarding portfolio and feedback

ii) External Contact

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES

Core

- Good oral and written communication skills;
- Good interpersonal skills;
- Good skills in teamwork and cooperation;
- Good planning, organizing and time management skills;
- Ability to apply analytic procedures to accounting information;
- Ability to prioritise among conflicting demands;
- Good customer relations skills;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;

- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Knowledge of the Finance Administration and Audit Act (FAA Act);
- Knowledge of financial requirements of major funding agencies;
- Computer literate with knowledge of Accounting, Word Processing and Spread Sheet Software.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 3 or ACCA/CAT Level 3 or ACCA Level 1
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OR

- Diploma/ Associate Degree in Accounting from a recognised University e.g. UTECH or ASc. Accounting, MIND
- Completion of revised Certification in Government Course
- Minimum of five (5) years working experience in government accounting.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical working environment, no adverse working conditions
- Required to work beyond normal working hours as the need arises;

9. AUTHORITY TO:

N/A

10. WORKING CONDITIONS

- Normal office conditions;

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