



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Clerk (Disbursement)
JOB GRADE: FMG/AC II
DEPARTMENT: Finance and Accounts
REPORTS TO: Accounting Technician
MANAGES: N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To ensure proper pre-listing of payment vouchers and the maintenance of an efficient filing system for these vouchers so as to contribute to the overall performance of the Disbursement unit in the Finance and Accounts Division.

KEY OUTPUTS

1. Accurate and timely pre-listing of payment vouchers
2. Maintaining an efficient filing system
3. Drafting summaries to send to Accountant General

KEY RESPONSIBILITIES AREAS

1. Pre-listing vouchers, then passing them to certifying officers to speed up ultimate preparation of cheques
2. Organizes payment vouchers in date order for easy retrieval by auditors etc.
3. Stamps out files for persons in departments who need to make reference to payments the day after cheques are drawn.
4. Drafts summaries to be to Accountant General on a timely basis.
5. Files vouchers as custodian for easy and timely retrieval

PERFORMANCE STANDARDS

1. Pre-listing of payment vouchers within stipulated time frame
2. Timely submission of summaries to Accountant General

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Excellent filing skills	1
Knowledge of FMIS system	2
Knowledge of FAA Act and other Government financial regulations	2
Use of Technology	1

Core Competencies	Level
Written communication skills.	2
Oral communications	2
Interpersonal skills.	2
Planning and organizing skills	2
Teamwork and cooperation	2
Initiative	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- CXC/GCE passes in a minimum of four (4) subjects including Mathematics or Accounts and English
- Training in Government Accounting 1 - Module 1

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

N/A