



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE	Senior Final Accounts Officer
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Final Accounts & Reporting Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Final Accounts & Reporting
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)

Reporting to the Director, Final Accounts and Reporting, the Senior Final Accounts Officer is directly responsible for the preparation of the Ministry's accounts on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

2. KEY OUTPUTS (Results, Deliverables)

- Journals certified;
- Accurate accounts prepared;
- Statements printed and checked;
- Errors on statements resolved;
- Financial Statements printed;
- Management reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Contributes to the development of the annual Work Plans for the Unit;
- Prepares management report on activities undertaken at required intervals.
- Briefs the Director, Final Accounts and Reporting about work performed and emerging issues on a weekly basis;

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- Represents the Director, Final Accounts and Reporting at meetings and other functions as directed.

B.) Technical/Professional Responsibilities;

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgements, Payments, Depreciation Provisions other Provisions etc. are accurately and properly brought to account in the period to which they relate;
- Supervises the clearing of Advances, ensuring that they are original and certified;
- Certifies journals;
- Ensures that all journal vouchers for, advance clearance and other adjustments in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought to account;
- Ensure that the Original Estimates, Supplementary Estimates and Revenue Estimates are properly brought to account under the relevant heads;
- Ensures that warrant issues, warrant transfers, warrant adjustments and cash advances are properly brought to account under the relevant heads;
- Prints and checks the following statements for accuracy and completeness in respect of all heads:

Final Accounts

Balance Sheet
Income and Expenditure
Cash Flow

Management Accounts

FS 1 – Trial Balance
FS 2 – Receipt and Payments
FS 3 – Bank Reconciliation
FS 4 – Bank Balances
FS 5 – Expenditure by Activity
FS 6 – Expenditure by Object

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FS 10 – Summary of Advances

FS 11 – List of Advances

FS 12 – Summary of Deposits

FS 13 – List of Deposits

FS 16 – Miscellaneous Revenue

- Resolve all errors found in above statements and submits to the Director, Final Accounts and Reporting for checking;
- Prints all relevant Financial Statements for all head, in respect of the closed period and submit to the Director, Final Accounts and Reporting;
- Checks and certifies Monthly Financial Statements and submits to the Director, Final Accounts and Reporting;
- Collates Financial Statements for submission to the Ministry of Finance and the Public Service and the Auditor General's Department
- Liaises with bank regarding errors identified on Bank Statements and requests adjustments to the Statements;
- Collates information for the response to the Annual Auditor General's Report;
- Maintains the register of Audit Queries and prepares the monthly report of outstanding queries;
- Reports losses/irregularities and overpayments to the Director, Final Accounts and Reporting;
- Process Foreign Exchange payments;
- Assists in the preparation of Appropriation Accounts;

C.) Human Resource Responsibilities

- Collaborates with the Director, Final Accounts and Reporting in identifying and determining staff training needs;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;

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- Participates in the recruitment of staff for the Branch.

D.) Other Responsibilities:

- Establishes and maintains effective working relationships with the Ministry's associated agencies;
- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Journals certified in accordance with set standards and guidelines;
- Accounts prepared in the appropriate format are true and fair and are prepared on a timely basis;
- Statements printed and checked are accurate;
- Errors on statements resolved in a timely manner;
- Financial Statements printed as requested and in agreed time frame;
- Management reports prepared are accurate and produced in a timely manner;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

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5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director Final Accounts and Reporting	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Financial Systems Manager	Accounting Software support,
Related, Departments and Agencies	Request for Financial Statements

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio, submit reports
Auditor General 's Department	Collaborate on critical insight in respect to portfolio, submit reports
Banks	Errors identified on bank statements

6. REQUIRED COMPETENCIES

Core

- **Core**
- Good time management and organisational skills;
- Good planning and monitoring skills;
- Good analytical and judgment skills;
- Good problem solving skills;
- Good presentation, oral and written communication skills;
- Good team and interpersonal skills

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- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger.
- Ability to use various financial analysis methods and techniques;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree or Diploma in Accounting from a recognised tertiary institution and three (3) years experience;
- Successful completion of the relevant government accounting and computing courses plus four (4) years experience ;

OR

- Bachelors Degree in Accounting or Management with Accounting major from a recognised institution and three (3) years experience;
- Successful completion of the relevant government accounting and computing courses;

OR

- Satisfaction of the Proficiency criteria.

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8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.

9. AUTHORITY TO:

- Certify journals;
- Print and check statements;
- Liaise with bank.

10. WORKING CONDITIONS

- Normal office conditions.

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