



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Project Accounts Assistant
JOB GRADE:	
POST NUMBER:	56808
DIVISION/BRANCH:	Finance and Accounts Division/Project Branch
SECTION/UNIT:	-
REPORTS TO:	Project Accountant
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 Accountant, the incumbent verifies and certifies accounting transactions, statements and journals in accordance with approved funding agency requirements, government procurement guideline and the FAA Act.

In addition updates and maintains accurate accounting records and files for projects, based on established guidelines.

2. KEY OUTPUTS (Results, Deliverables)

- Payment vouchers and statements certified;
- Project Fixed Asset Register updated and reconciled;
- General ledger maintained;
- Investment Ledgers and Security Register updated and maintained;
- Commitment reports generated;
- Expenditure Statements prepared;

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the preparation of annual budgets for projects (local and foreign) being undertaken by the Ministry of Health;
- Prepares annual individual Work Plan;
- Prepares and submits monthly activity report.

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B). Technical/Professional Responsibilities;

- Certify payment vouchers and journal vouchers for project transactions;
- Maintains General Ledger by project activities and object codes and reconcile project activities to Project deliverables and the General Ledger;
- Maintain Fixed Asset by project, and effect periodic site visits to reconcile such information with Project Financial Records;
- Maintain Investment Ledgers, Security Register, book interest earned, report investments and assist the Project Accountant in the banking arrangement for the securities;
- Maintains Commitment for Activities under Capital A & B accounts;
- Prepares expenditure statements;
- Posts warrant allocation to respective activities;
- Prepares project Salary Journals;
- Prepares Cheques.

C.) Other Responsibilities:

- Other related duties, as assigned by the Project Accountant.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Payment vouchers and statements certified in a timely manner to ensure timely delivery of payments;
- Project Fixed Asset Register updated and reconciled with Master MOH Fixed Assets Register quarterly;
- Project General Ledgers and sub-ledgers updated daily and reconciled monthly;

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- Investment Ledgers and Security Register updated and maintained monthly;
- Commitment reports generated as agreed at stipulated periods;
- Expenditure Statements prepared within agreed timeframe;
- Accuracy is consistently maintained;
- Confidentiality and integrity is exercised.

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

ii) External Contact

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES

Core

- Good oral and written communication skills;
- Good leadership skills;
- Good interpersonal skills;
- Good skills in teamwork and cooperation;

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- Good decision-making and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to apply analytic procedures to accounting information;
- Ability to motivate, persuade and influence others;
- 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;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- 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;
- Knowledge of International Accounting Standards;
- In-depth knowledge of the Public Service Staff Orders and government policies and regulations;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

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7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or Management Studies with an accounting major from a recognized institution;

OR

- Diploma in Accounting from a recognised University e.g. UTECH or ASc. Accounting, MIND
- Successful completion of relevant government accounting and computing courses;
- Minimum of five years (5) years working experience in government accounting of which two (2) should be a senior Accountant level.

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:

- Certify Payment Vouchers

10. WORKING CONDITIONS

- Normal office conditions;

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