****

**Job Description**

**Job Title:** Accounting Technician (Revenue/Treasury Officer)

**Post Number:** 2997; 62813; 1989

**Job Level/Grade:** FMG/AT 3

**Department:** The Accountant General’s Department – A Department of the Ministry of Finance and the Public Service

**Reports to:** Revenue Analyst

This Job Description has been approved by the Accountant General and 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. It is validated as an accurate and true description of the job as signified below:

1. **STRATEGIC OBJECTIVES:**

The Financial Operations Division is responsible for revenue management; budget execution; pensioner’s payroll and centralized salary payments. The Division undertakes all functions of the Central Treasury Management with regards to receipt, payment, and reporting. It performs the role of manager of the Central Payment Account (CPA) and other bank accounts of the Government. It executes an efficient receipt and payment system. This division ensures that centralized disbursements of payments from the Consolidated Fund under the authority of Warrants, including pension payments and salaries, are executed accurately and in a timely manner. Disbursements also include payments from extra-budgetary funds.

1. **JOB PURPOSE:**

Reporting to the Revenue Analyst, the Revenue Officer is responsible for recording, posting and journalizing entries related to revenue so that a complete set of records related to GOJ revenue can be produced each month for effective revenue management and in compliance with the FAA Act. This position is required to complete a very large volume of work to process all revenue received to the Central Treasury Management System (CTMS) daily.

**Summary of the broad purpose of the position in relation to Government’s goals and strategies:**

* To manage receipts into the Consolidated Fund/Revenue Accounts;
* To reconcile the Revenue Accounts;
* To prepare and submit Revenue Statements;
* To post surrenderable balance.

1. **KEY OUTPUTS:**

* All revenue posted to the Consolidated Fund/Revenue bank accounts;
* Journal entries made;
* Cash Books and Bank Reconciliation prepared for the Consolidated Fund/Revenue bank accounts;
* Discrepancies cleared with the respective banks;
* Unidentified lodgments cleared.

1. **KEY RESPONSIBILITIES:**

Technical

* Posts receipts to the Consolidated Fund/Revenue bank accounts;
* Prepares Journal entries for approval;
* Prepares Cash Books and Bank Reconciliation for the Consolidated Fund/Revenue Accounts;
* Assists the Revenue Analyst with the preparation timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
* Prepares other ad-hoc reports as requested;
* Acts as a liaison officer between the Treasury and other MDAs in accordance with defined procedures.

Any Other Duties

* Any other related duty that may be assigned from time to time

1. **Key Performance Indicators**

The job is successfully performed when:

* Cash books and bank Reconciliations prepared for the Consolidated Fund/Revenue bank accounts in accordance with required standards and timeframe;
* Receipts posted to the TMM daily within required timeframe;
* Journal entries are current and accurate;
* The Miscellaneous Revenue account is reconciled and cash book completed;
* Receipts for Unclaimed bank deposits refunds processed in a timely manner;
* Unidentified lodgments are accurately identified and posted to the respective MDAs in a timely manner;
* Discrepancies with the banks are resolved;
* Assist with the preparation of required periodic reports, special reports, forecasts and statements prepared according to established standards and within stipulated timeframe.

1. **REQUIREMENTS for this Job:**
2. **Minimum Qualification and Training**

AAT Level 3; ACCA-CAT Level C/Level 3; ACCA Level 1; NVQJ Level 3, Accounting; Diploma in Accounting from an accredited University or Community College; ♣ ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; ASc. Degree in Accounting, MIND; Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; BSc. Degree in Accounting or Management Studies with Accounting; BBA Degree; or Successful completion of 3 years of any of the Bachelor’s Degree programmes mentioned above

1. **Essential Experience and Knowledge:**

* Experience in accounting with at least two (2) years’ experience in Accounting, preferably in the public sector;
* Knowledge of Government Accounting;
* Sound knowledge of computerized accounting system;
* Knowledge of international Public Sector Accounting Standards (IPSAS).

Desirable

* Good knowledge of public treasury operations

1. **Competencies**

The incumbent is expected to participate in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

* **Analytical Thinking, Decision Making, and Problem Solving**: The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
* **Accuracy and attention to detail**
* **Collaboration and Team Work**: The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals.
* **Strategic Planning**: The ability to develop effective plans in keeping with the Department’s objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
* **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
* **Strategic Vision**: The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
* **Performance Management**: The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
* **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements.
* **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers’ expectations.
* **Emotional Intelligence**: Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD’s business and social environment.
* **Integrity**: The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
* **Interpersonal skills**: The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
* **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
* **Oral and Written Communication**: The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills.
* Ability to work effectively under pressure.

1. **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

**Physical Demands -** Pressured working conditions with numerous critical deadlines.

**Work Environment -** Normal office conditions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_