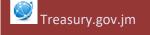
## Accountant General's Department

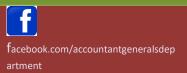


# Come Work With Us

Job Description & Specification

The Nation's Treasury







2024



Improving non-stop

**Proposed** 

**Centralized Revenue Officer** 

21 Dominica Drive, Kingston 5.

## **JOB DESCRIPTION**

Job Title:	Centralized Revenue Of	ficer	
Post Number:	1989; 2997; 62813; 78	156	
Job Level:	FMG/ PA 1		
Department:	The Accountant General of Finance and the Publi	l's Department – A Department of the ic Service	Ministry
Reports to:	Revenue Analyst		
Direct Reports:			
management tool evaluation of the p	and specifically will en	the Accountant General and will be able the classification of positions umbent. It is validated as an accurate	and the
Accountant Genera	 ıl	Date	
Date received in Hi		Date created/revised	

#### 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.

#### 2. 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.

#### 3. 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.

#### 4. 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

#### 5. 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.

#### **Required Competencies**

#### Core

- Oral and Written Communication
- Customer and Quality Focus

- Analytical Thinking, Decision Making, and Problem Solving
- Integrity
- Result Focus:

#### **Technical**

- Good knowledge of Accounting & Reporting
- Good knowledge of Legislation, Policies and Procedures
- Good knowledge of Technology use
- Knowledge of Performance Management
- Emotional Intelligence

#### **Contacts**

### <u>Internal</u>

(i) Within MDA				
Accountant General				
Deputy AG- Financial Operations				
Assistant AG- Revenue & Expenditure				
Staff within the Revenue & Expenditure				
HRMD				

### **External**

Provides and receive information within the area of responsibility

#### 6. REQUIREMENTS FOR THIS JOB:

#### **Qualification and Training**

#### a. 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

#### a. 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

#### 7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

**Physical Demands-** Pressured working conditions with numerous critical deadlines. **Work Environment -** Normal office conditions

Employee signature below constitutes employeessential functions and duties of the position	
Name of Employee	
Signature of Employee	Date
Name of Supervisor	_
Signature of Supervisor	 Date