

Accountant General's Department



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Job Description & Specification

The
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2024

ACCOUNTANT GENERAL'S
DEPARTMENT



Improving non-stop

Proposed

**Centralized
Revenue Officer**

21 Dominica Drive, Kingston 5.

JOB DESCRIPTION

Job Title: Centralized Revenue Officer

Post Number: 1989; 2997; 62813; 78156

Job Level: FMG/ PA 1

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

Reports to: Revenue Analyst

Direct Reports: N/A

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:

Accountant General

Date

Date received in Human Resource Unit

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

Internal

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

External

Financial Secretary, MDAs, Financial Institutions etc	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 employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date