

Accountant General's Department



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Job Description & Specification

The
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2024



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Proposed
Centralized
Payments
(Disbursement)
Officer

21 Dominica Drive, Kingston 5.

JOB DESCRIPTION

Job Title: Centralized Payments (Disbursement) Officer

Post Number: To be assigned

Job Level: FMG/ PA 1

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

Reports to: Disbursement 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 Financial Operations Division undertakes all functions of the Central Treasury Management with regards to receipt, payment, and reporting. It performs the role of manager of the Treasury Single Account (CPA) and other bank accounts of the Government. It executes an efficient receipt and payment system and 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.

This division also has responsibility for revenue management and compliance as per section 15 of the FAA Act, ensuring that all revenue received on behalf of the Government is deposited to the Consolidated Fund in a timely and efficient manner.

2. JOB PURPOSE

The Disbursement Officer is responsible for preparing requisitions and withdrawal orders, posting of warrants to the Treasury Management Module (TMM), and making Journal entries so that a complete set of records related to GOJ expenditure can be produced each month. This position requires the processing of a large volume of transactions/ payments submitted by the Ministries, Departments and Agencies (MDAs) 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 prepare all requisitions and withdrawal orders (Public Debt, Recurrent, Capital and Statutory) as they relate to the monthly warrant
- To ensure accurate and timely funding of the Central Payment Account (CPA)
- To maintain proper systems and procedures for accurate and timely payment of the Ministries', Departments' and Agencies' (MDAs') daily uploads
- To prepare the relevant records and reports related to GOJ expenditure
- To maintain the Cash Books for the CPA and ACH bank accounts

3. KEY OUTPUTS

- Monthly Warrants posted to TMM
- Requisitions and withdrawal orders prepared

- Monthly Journal entries prepared
- Rejected payments for return to MDAs posted for approval
- Cash Books for the CPA and ACH accounts current
- Daily/Weekly/Monthly reports
- Manual payments vouchered
- Ensure all vouchers are posted to system upon receipt
- Priority setting for MDAs executed

KEY RESPONSIBILITIES

Technical

- Posts the warrant to the TMM for certification
- Prepares and submits requisitions and withdrawal orders for checking
- Prepares and submits Journal Vouchers via the TMM for certification
- Posts rejected payments for return to MDAs to the TMM for correction and approval
- Prepares daily cash books for the CPA and ACH accounts
- Prepares manual and systems payments
- Assists with Preparation of monthly and other reports
- Insert manual payment vouchers on GFMS
- Foreign Exchange rates inserted in GFMS

Any Other Duties

- Any other related duties that may be assigned from time to time

4. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Requisitions and withdrawal orders are accurate, meet the requires standards and done within required timeframe
- Monthly Warrants are posted to the TMM within two (2) days of receipt
- Monthly Journal entries are prepared within two (2) days of receipt of source documents
- Rejected payments reverted to MDAs within two (2) days of rejection
- Cash Books for the CPA and ACH accounts are prepared daily
- Monthly reports prepared to standard and within stipulated timeframe

- Manual payments are accurate and made within two (2) days of receipt of source documents
- The processing of all CTMS payments payable from the TSA account

Required Competencies

Core

- Oral and Written Communication
- Customer and Quality Focus
- Analytical Thinking, Decision Making, and Problem Solving
- Integrity
- Result Focus:

Technical

- Applies intermediate knowledge of Accounting and Reporting Practices
- Intermediate knowledge of required Legislations, Policies and Procedures
- Applies appropriate accounting and reporting treatment for transactions
- Demonstrates general awareness of fraud mitigation actions
- Demonstrates and maintain procedures to meet existing and changing financial operations/regulatory requirements
- Demonstrates intermediate knowledge of auditing requirements
- Monitor various activities and processes and identifies risk for discussion with supervisor and implement agreed corrective actions
- Reviews the accuracy and legitimacy of reports, statements, accounts and related documents to ensure conformance with established/agreed

Contacts

- Internal

(i) Within MDA	
Accountant General	Provide information
Deputy AG- Financial Operations	Receive directives; seek guidance; provide information
Assistant AG- Revenue & Expenditure	Receive directives seek guidance; provide information
Staff within the Revenue & Expenditure	Provide or seek information
HRMD	Staff related issues; seek guidance

External

MDAs, Financial Institutions etc	Provides and receive information within the area of responsibility

REQUIREMENTS FOR THIS JOB:

a. Qualification and Training

BSc. Degree in Accounting **or** Management Studies with Accounting; **or** BBA Degree; **or** ACCA Level 2; **or** NVQJ Level 5, **or** ASc. Degree in Accounting, MIND along with Diploma in Government Accounting, MIND.

Desired:

Good knowledge of public treasury operations

b. Essential Experience and Knowledge

- Three (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)

5. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands

- Pressured working conditions with numerous critical deadlines. Individual must have a keen eye for detail and be able to demonstrate exceptional time management.
- Work may extend to weekends and public holidays subject to the GOJ project implementations.

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