

Accountant General's Department



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Job Description Specification

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2024



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Director Manual  
Payments

Public Building West, King Street, Kingston, Jamaica

## Job Description

**Job Title:** Director – Manual Payments

**Post Number:** 78151

**Recommended:** FMG/PA 3

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

**Reports to:** The Deputy Accountant General – Financial Operations

**Direct Reports:** (1) Disbursement Analyst (2) Disbursement Officer

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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 Treasury Single Account (TSA) 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 timely. Disbursements also include payments from extra-budgetary funds.

## **2. JOB PURPOSE:**

The Director – Manual Payments ensures the timely disbursement of funds to finance International Travel assignments being undertaken by MDAs, GOJ projects and other international suppliers. The incumbent ensures the execution of an efficient payment system. The incumbent also ensures compliance as per section 15 of the FAA Act.

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

- Maintain schedule of GoJ Debt obligation
- Liaise with Public Expenditure Division (PEX) in relation to GOJ projects
- To constantly review and monitor the Central Payment Account to ensure that all debt and foreign payments are accounted for
- To account for all financial foreign and debt transactions.
- To communicate with Bank of Jamaica in relation to GOJ priority foreign payments
- To liaise with commercial banks in relation to Foreign currencies request for cash in excess US\$5,000 to facilitate MDAs travel engagements
- To ensure payments are effected timely on behalf of all MDAs within budget
- To establish and maintain systems and procedures to monitor, capture and account/reconcile all financial transactions.

## **3. KEY OUTPUTS:**

- Timely execution of GoJ debt obligation
- All foreign payments are effected by the treasury on a timely basis
- Project and Foreign payments are posted on the Government Financial Management System (GFMS)
- Foreign Exchange rates posted on GFMS on time daily
- Financial statements/reports are verified and submitted on time.

- Update provided to Communication and Customer Relations unit in relation to monthly customer queries report
- Bank accounts balances monitored and reported on a timely basis
- Unit targets are met or exceeded
- Disbursement Reports are verified and submitted timely
- Completed staff performance appraisals
- Compliance with financial regulations and standards
- Annual report project and debt payments executed during financial year

### **3. KEY RESPONSIBILITIES:**

#### Technical

- Provides technical advice to the Assistant Accountant General and the Deputy Accountant General
- Authorize Foreign Currency payments
- Timely Execution of Foreign Debt payments
- Monitors payment of bank charges
- Monitors Imprest/Per Diem process
- Timely Execution of GoJ Project and other payments
- Approves and monitors creation of all journal vouchers for both Revenue and Expenditure
- Execute Special Project Payments initiated by MoFPS eg. SERP, WeCARE, VaxGrant
- Monitors Rev-ex queries
- Monitors Cash Book Process
- Liaise with financial institutions
- Corresponds with MDAs on capital Expenditure related matters
- Maintains an expenditure payment system to ensure that all Government debt obligations, foreign and project payments are settled in a timely and efficient manner;
- Implement a system of control to ensure timely update of all Project and Foreign payments within GFMS
- Maintains adequate records and control of recurrent and capital releases;\
- Oversees the reconciliation of cash backing with budgetary releases
- Continuous monitoring of the disbursement unit to minimize/avoid any potential risks
- Monitors the accuracy of all payments from the TSA and reporting to the Accountant General to ensure that that cash requirements are accurate to allow forecasting and accurate financial management and planning
- Provides guidance to team on technical matters and ensure resolution

- Assists the Assistant Accountant General and Deputy Accountant General to prepare timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a liaison officer with Government department, Commercial and Central bank

#### Strategic Leadership

- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance
- Leads in the smooth and efficient operation of the unit through the management of daily operations
- Establishes and implements systems for reporting of work done against stated and agreed work plans for the unit
- Establishes internal control processes required to manage and grow the unit
- Meets or exceeds unit performance targets;

#### Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action
- Participates in the hiring of staff for the Unit
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures
- Identifies skills gaps and collaborate with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity
- Monitors job specific and environmental factors, implement and promote health and safety policies; and mitigate and minimize workplace hazards
- Monitors the performance of staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews
- Ensures the welfare of staff are clearly identified and addressed

#### Any Other Duties

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

#### **4. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- All revenue due to the Government is collected in a timely and efficient manner
- Government obligations (Utilities, Taxes, Debt etc.) are settled within stated timeline
- Payment of accounts payable is accurate and within stipulated timelines
- Cash backing is reconciled with budgetary releases
- Warrant balances are reconciled
- Statutory financial statements of the Government and any other statements of account required by the Minister of Finance are accurate, and submitted in a timely manner
- Budget(s) are prepared annually within stipulated timelines
- Financial management reports, special reports, forecasts and other periodic statements are timely and accurate
- Surrenderable balances are finalized and communicated to MDAs
- Reports and financial statements are accurate and meet quality standards, and are produced within agreed time-frame
- There is compliance with the FAA Act, and Accounting and Audit standards including cash basis IPSAS
- Audit/other queries are responded to in a timely manner
- Unit targets are met or exceeded
- Staff performance appraisals are done accurately and within stipulated timelines
- Deputizes for the Assistant Accountant General – Revenue and Expenditure as and when required;

#### **5. REQUIREMENTS FOR THIS JOB:**

##### **a. Qualification and Training**

Essential:

- An Undergraduate degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, OR Equivalent

Desirable:

- A Graduate degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, OR Equivalent
- Evidence of continuing professional development in Accountancy

## **b. Essential Experience and Knowledge:**

- At least 8 years experience in Accounting
- At least 5 years of experience working at an executive level in Accounting or Finance
- Comprehensive knowledge of Accounting practices and applications
- In-depth knowledge and experience in all areas of financial management
- Experience analysing financial performance of an organization
- Sound knowledge of how financial markets operate
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Experience in budget management
- Knowledge of banking operations
- Comprehensive knowledge of public treasury operations

Desirable:

- Experience in Chart of Accounts formulation and maintenance

## **c. Competencies**

The incumbent is a senior public servant who represents the Government at all times; a member of the Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals 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
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance;
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **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

- **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, and to lead others through change and manage their concerns
- **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

## 6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

**Physical Demands** - Required to travel locally and internationally; and pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions

**Travel** - This position requires up to 40% travel.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.



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Name of Employee

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Signature of Employee

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Date

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Name of Supervisor

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Signature of Supervisor

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Date