

Accountant General's Department



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Job Description & Specification

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**CENTRLIZD
DISBURSEMENT
OFFICER
FMG/PA 1**

Public Building West, King Street, Kingston, Jamaica

ACCOUNTANT GENERAL'S DEPARTMENT

JOB DESCRIPTION

Job Title: Centralized Disbursement Officer
Post Number: 1940; 78154; 78155
Job Grade/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 is required to complete a very large volume of work to process all 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 ACH accounts current
- Daily/Weekly/Monthly reports
- Manual payments vouchered

- Ensure all vouchers are posted to system upon receipt
- Priority setting for MDAs executed

4. 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 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 relevant duties that may be assigned from time to time

5. 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

6. REQUIREMENTS FOR THIS JOB:

a. Minimum Qualification and Training

- AAT Level 3 or; ACCA-CAT Level C or; ACCA Level 1 or; Diploma in Accounting from a recognized University or; ASc.–Accounting, MIND or; Diploma in

Government Accounting, MIND i.e. Government Accounting Levels 1, 2 & 3 or; Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University

b. 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

c. Competencies

The incumbent is expected to participate in realizing the goals and objectives of the unit, 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
- **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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- **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;

7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands - Pressured working conditions with numerous critical deadlines.

Work Environment - Normal office conditions

Travel - N/A

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