

4. KEY RESPONSIBILITIES:

Technical

- Monitors the receipting and lodgement of all monies collected for each Head.
- Checks daily transactions processed by Disbursement Clerks to ensure accuracy and adherence to policies and procedures.
- Examines errors and conducts investigation to ascertain the source of errors and make amendments or effect corrective measures where necessary.
- Verify and monitor the undeposited value and change imprest reports daily.
- Monitors and verifies the preparation of lodgement slips.
- Verifies cash on hand report against lodgement slip.
- Manages the daily posting of the e-Value Book and vets, verifies and signs valuables/documents received.
- Ensure all point-of-sale systems are functioning properly.
- Ensure daily reconciliation of the point-of-sale transactions.
- Ensures that all reports, receipt books, computer generated receipts and lodgement books/slips are properly filed and secured.
- Update accounting software with lodgements made.
- Maintain Receipt Register.
- Ensures the timely submission of Monthly Receipt and Lodgement Report.
- Ensures that the undeposited collections are properly secured daily.

Customer Service Duties

- Ensure cashiers provide prompt, friendly, and efficient service.
- Handle escalated customer issues or complaints.

Human Resource Management Duties

- Discusses staff's performance and completes the relevant Performance Evaluations;
- Identifies and submits the training, developmental and welfare needs of the staff;
- Recommends vacation leave and approves/denies departmental leave for the staff;
- Ensures staff adheres to the policies and procedures of the Department;
- Performs other related duties assigned.

- Develops the Work Plan for Disbursement Clerks ensuring that all the relevant activities to be under taken and required resources are considered;
- Ensures staff is aware of and operates in accordance with all relevant laws, policies and regulations;

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:

- Daily collections are balanced and lodgements are verified daily or at the earliest opportunity in accordance with the FAA Act;
- Investigations commence immediately for all errors which are identified and the necessary corrective measures taken as soon as the investigations end;
- Relevant corrections are provided in accordance with the stipulated time;
- Accurate, comprehensive reports are done in the stipulated format and submitted by the due date;
- Human Resource policies and regulations are administered equitably without discrimination.

6. AUTHORITY

N/A

7. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Accountant General	Receives instructions and provides information/reports etc
Director, Treasury Deposits	Receives information and guidance/ provides information, reports etc
Receipt Manager	Receives information and guidance/ provides information, reports etc

Disbursement Clerks	Receives information and guidance/ provides information, reports etc
Human Resource Management and Development	Receives and provides information, reports and follow-up on staffing matters Seek guidance
Treasury Deposit Staff	Receives and provides information

External

<i>Contact</i>	<i>Purpose</i>
MDAs & Educational Institutions	Receives information
Financial Institutions	Banking arrangements
Jamaica Constabulary Force	Security escort

8. JOB SPECIFICATION:

a. Qualification and Training

Essential:

- AAT Level 3; ACCA-CAT Level C/level 3; ACCA Level 1; NVQJ Level 4, Accounting; Diploma in Accounting from an accredited University or Community College; ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution; ASc. Degree in Accounting, MIND; Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; or BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

b. Essential Experience and Knowledge:

- At least two (2) years of experience working in a similar capacity;
- Sound knowledge of Accounting practices and applications;
- Knowledge of International Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Knowledge of public treasury operations.

c. KEY COMPETENCIES:

Core Competencies

- Oral and Written Communication
- Problem Solving and Analytical
- Customer Focus