

- Payments to overseas missions and suppliers completed;
- Statement letters prepared and dispatched to Attorneys;
- Receipt confirmation letters prepared and dispatched to Bailiff Office/Attorneys;
- Status reports, statements prepared/ generated on payments made;
- Stock and Issue Registers for General Receipt Books maintained;
- Registers related to payments maintained;
- Annual, quarterly, monthly, and special reports on status of payment activities /prepared;

4. KEY RESPONSIBILITIES AND TASKS

Technical:

- Processes payments, prepares payment vouchers to allow for electronic payments from accounts managed on behalf of MDAs;
- Prepares payments according to orders by the courts in respect of Attorneys acting on behalf of various suits relating to monies that were previously received by the Accountant General's Department;
- Dispatches statement letters to Attorneys and other Agencies in accordance with instructions by the High Courts;
- Maintains custody of General Receipt Books and ensures accurate records are kept with respect to issue and receipt thereof.
- Maintain Suitors Money Registers (Chancery Fund/ Levies Law) and prepare statement to the credit of the Court;
- Maintain log of orders for payment out of treasury/court received.
- Maintain Unclaimed Estate Balance and Mortgage Deposits Registers
- Compute and record monthly allocation of interest to the Contingencies Fund
- Prepares monthly status reports.

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:

- All payments to clients made on behalf of MDAs in accordance with the various legislations and guidelines.
- Registers maintained.
- Status reports and statements prepared within the stipulated time frame and meet required standards.

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
Payments Manager	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	

8. JOB SPECIFICATION:

a. Minimum Qualification and Training

- AAT Level 3 **or**; ACCA-CAT Level 3 **or**; Diploma in Accounting from a recognized University **or**; successful completion of third year in BSc in Accounting/Management Studies **or** BBA at a recognized University **or**; ASc. in Accounting, MIND **or**; Government Accounting Diploma **or**; NVQJ Level 3, Accounting.

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. Competencies

The following competencies are required for the effective performance of this job:

Core Competencies

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus
- Results Focus
- Integrity

Technical Competencies

- Accounting and Reporting
- Knowledge of Legislation, Policies and Procedures

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands - Lifting & bending occasionally; and pressured working conditions with critical deadlines.

Work Environment - Normal office conditions