

Accountant General's Department



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Job Description & Specification

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**BANK
RECONCILIATION
OFFICER**

Public Building West, King Street, Kingston, Jamaica

JOB DESCRIPTION & SPECIFICATION

Job Title: Bank Reconciliation Officer

Post Officer: 1914

Job Level: FMG/AT 2

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

Reports to: Final Accounts Manager

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:

_____	_____
Employee	Date

_____	_____
Manager/Supervisor	Date

_____	_____
Accountant General	Date

_____	_____
Date received in Human Resource Unit	Date created/revised

1. STRATEGIC OBJECTIVES

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies, procedures, and advice to guide management and staff; and to facilitate organizational development which includes the review and re-design of business processes. It is also responsible for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance. The Division is also responsible for effective employee and industrial relations, a comfortable work place and facilities, and occupational health and safety. It facilitates the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; and provides customers and stakeholders with high quality information and service. The Division manages the finances of the Department, which includes procurement management.

This division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

2. JOB PURPOSE

The Bank Reconciliation Officer is responsible for the reconciliation of all bank accounts managed by the Finance and Accounts unit.

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

- To reconcile all bank accounts that are managed by the unit for the prompt detection and correction of any discrepancies;
- To prepare and submit monthly reconciliation reports for all accounts.

3. KEY OUTPUTS

- All Bank Reconciliations are completed and action taken to clear any errors/discrepancies identified;
- Accurate accounting records and reports for the Department, Financial Secretary, and Auditor General.

4. KEY RESPONSIBILITIES

Technical

- Obtains statements from the respective banks for verification;
- Reconciles bank statement balances against cash book balances for the various bank accounts;
- Ensures that entries on the bank statements correspond with the Department's records;
- Monitors the Bank Accounts with a view to identifying over-charges and/or any other discrepancies;
- Ensures that all legitimate charges made by the bank based on transactions are brought to account;
- Drafts letter to the bank requesting adjustment of amounts erroneously charged to the account;
- Posts information from bank statements to the Financial Management Information System (FINMAN);
- Certifies journal/payment vouchers;
- Maintains appropriate files, reports, documentation and data;
- Maintains regular contact with internal and external customers;
- Ensures follow-up action as and when necessary;
- Prepares monthly reconciliation for all bank accounts.

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:

- Bank statements balances are reconciled to the cash book balances for the various bank accounts;
- All charges made by the bank are identified, verified, recorded in the cash book, and journalised;
- All bank accounts are accurately reconciled, within the stipulated timeframe;
- Bank charges from bank statements are accurately posted to the Financial Management Information System (FINMAN) within the stipulated timeframe;
- The bank is advised of errors/discrepancies and they are corrected in a timely manner.

6. REQUIREMENTS FOR THIS JOB:

a. Minimum Qualification and Training

AAT Level 2; ACCA-CAT Level B/Level 2; NVQJ Level 2, Accounting; Certificate in Accounting from an accredited University; Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; ASc. Degree in Business Studies/ Business Administration/Management Studies; ASc. Degree in Accounting from the Management Institute for National Development (MIND); or Certificate in Government Accounting Level 2.

b. Essential Experience and Knowledge:

- At least 2 years of experience in Accounting in a similar capacity;
- knowledge of Accounting practices and applications;
- Comprehensive knowledge of Government Accounting procedures;
- Working knowledge of relevant computer systems and applications;
- Working knowledge of the Staff Order and the FAA Act;
- Knowledge of international Public Sector Accounting Standards (IPSAS).

c. Competencies

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.
- **Attention to detail**
- **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.
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **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.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.

- **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.
- **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.
- **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.
- **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.
- **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**

7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands - Pressured working conditions with numerous critical deadlines.

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