

Accountant General's Department



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Job Description & Specification

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2024



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Payment
Officer

Public Building West, King Street, Kingston, Jamaica

JOB DESCRIPTION & SPECIFICATION

Job Title: Payment Officer

Post Number: 78138

Job Level: FMG/AT 3

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

Reports to: Manager, Accounts Payable

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 Payments Officer is responsible for the processing of all accounts payables and effecting of relevant payments to staff, and all suppliers/contractors of the Department.

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

- To prepare Commitment and Payment Vouchers.
- To prepare Journal Vouchers
- To maintain Payment Voucher files
- To check Claims for Honorarium, Taxi, Supper, Subsistence, Toll, Mileage, and Refreshment Allowances.
- To manage the Petty Cash Imprest
- To generate Tax Certificates for Contractors Levy and Withholding Tax for suppliers

3. KEY OUTPUTS

- Commitment and Payment of Funds
- Manual Payments cleared on GFMS
- Petty Cash Imprest maintained

- Payment Voucher files maintained
- Tax Certificates Generated
- Claims accurately checked

4. KEY RESPONSIBILITIES

Technical

- Create Commitment and Payment vouchers for certification of GFMS
- Assist in the commitment planning process by determining and classifying commitments according to inescapable, priority and other commitments.
- Assist with the updating of a Commitment Control Register for the Department's Recurrent Head by ensuring that warrant allocations are posted correctly and promptly.
- Clear manual Payments on GFMS.
- Journal Vouchers are accurately prepared.
- Audit of payment vouchers to ensure they are properly maintained.
- Maintains regular contact with internal and external customers;
- Ensures follow-up action as and when necessary;
- Tax Certificates generated

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:

- Commitment and Payments paid within the stipulated timeframes.
- Journal vouchers accurately prepared within stipulated timeframe
- Reduced Audit Queries from IAU and Auditor General regarding the maintenance of payment files.
- Petty Cash Imprest properly maintained and reimbursed within the stipulated timeframe

6. REQUIREMENTS FOR THIS JOB:

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 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 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:

Core Competencies

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

Technical Competencies

- Applies intermediate knowledge of Accounting and Reporting Practices
- Intermediate knowledge of required Legislation, Policies and Procedures
- Applies appropriate accounting reporting treatment of transaction
- Demonstrates general awareness of fraud mitigation actions
- Demonstrates and maintain procedures to meet existing and changing financial operations/regulatory requirements
- Demonstrates intermediate knowledge of auditing requirement
- Monitor various activities and processes and identifies risk for discussion with supervisor and implement agree corrective actions
- Review the accuracy and legitimacy of reports, statements, accounts and related documents to ensure conformance with established/agreed standards

7. 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

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