

Accountant General's Department



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Job Description & Specification

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**SENIOR
SECRETARY –
Government
Accounting &
Reporting**

Public Building West, King Street, Kingston, Jamaica

Job Description

Job Title:	Senior Secretary
Post Number:	68874
Job Grade/Level:	OPS/SS 3
Department:	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
Reports to:	Assistant Accountant General – Banking Arrangement & Government Shareholding & Dir. Government Banking Relations
Direct Reports:	N/A

1. STRATEGIC OBJECTIVE

This division will be the seat of the Government accounting standards, and will ensure compliance with standards that give a true and fair presentation and full disclosure of the affairs of the Government, throughout the public sector.

It will implement systems and procedures that will be in keeping with sound public financial management practices, to ensure that the public accounts are prepared in a standardized, timely and accurate manner. It will also ensure that all Government cash resources are consolidated and all revenues due to the Government are received efficiently and on time by devising proper mechanisms to do so. It will also oversee the share holdings of the Government.

2. JOB PURPOSE

Reporting to the Assistant Accountant General – Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations the Senior Secretary is responsible for providing secretarial and clerical assistance by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

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

- To conduct research, prepare reports, and fulfill information requests;
- To perform administrative functions including scheduling of meetings and appointments;
- To coordinate the maintenance of stationery supplies and office equipment;
- To coordinate reports from the reporting units.

KEY OUTPUTS:

- Reports, correspondence, spread sheets and illustrations prepared;
- Appointments scheduled and maintained;
- Meetings and events scheduled and organized;
- Correspondence typed/composed;
- Travel schedules/reservations arranged;
- Minutes and action sheets prepared;
- Calls, mail and visitors handled;
- Records maintained;
- Office equipment and supplies managed and maintained.

3. KEY RESPONSIBILITIES:

Technical

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plan their distribution.
- Opens, sorts, and distributes incoming correspondence, including and email.
- Answers the telephone, screens callers, and takes and relays messages.
- Receives, greets and directs visitors.
- Prepares responses to correspondence containing routine inquiries.
- Arranges for the dispatch of outgoing mail.
- Orders and manages office supplies for the office of the Assistant Accountant General Banking Arrangement & Government Shareholding as well as the Dir. Government Banking Relations.
- Responds to requests, inquiries and complaints from staff, other departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues.
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software.
- Maintains records management systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records.

- Prepares agendas and makes arrangements for committee, and other meetings attended by the Assistant Accountant General Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations.
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants.
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required.
- Prepares special and recurring divisional reports by gathering, compiling and typing data from various sources.
- Coordinates the flow of paperwork, including periodic and special reports between the Assistant Accountant General, Banking Arrangement & Government Shareholding as well as the Dir. Government Banking Relations.
- Attends meetings in order to record minutes.
- Transcribes, compiles, and distributes minutes of meetings.
- Sets up and oversees administrative policies and procedures for the offices of the Assistant Accountant General -Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations.
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations.
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure.
- Establishes and implements systems for reporting of work done against stated and agreed work plans.
- Establishes and maintains internal control processes.
- Provides administrative support to AGD's committee meetings

Any Other Duties

- Any other related duty that may be assigned from time to time

4. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Correspondences and reports are prepared/typed/written in a timely manner and a high level of accuracy is maintained.
- Confidentiality, dependability and tact are displayed in the conduct of job functions.
- Courtesy and professionalism are displayed in the conduct of duties in accordance with the Customer Service Charter.
- Stipulated deadlines are consistently met.
- Files are accurate and up-to-date.
- Incoming/outgoing mail is prepared and dispatched in a timely manner.

5. JOB SPECIFICATION:

a. Qualification and Training

CXC or GCE O level English Language;
Administrative Management Certificate Level 2
Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute

b. Essential Experience and Knowledge:

- At least 4-5 years general office experience
- Knowledge of records management;
- Knowledge of office procedures

Desirable:

- Typing 50 – 65 wpm; Shorthand at 100 - 120wpm

c. KEY COMPETENCIES:

Core Competencies

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

Technical Competencies

- Planning and Organizing Skills
- Records Management
- Business Writing
- Knowledge of Legislation, Policies and Procedures

6. 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