

## **JOB DESCRIPTION**

**Job Title:** Credit Card Programme Administrator

**Post Number:** 72898

**Recommended  
Job Level/Grade:** FMG/PA 2

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

**Reports to:** Assistant Accountant General Banking Arrangements and Government Shareholding

**Direct Reports:** N/A

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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:

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Accountant General

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Date

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Date received in Human Resource Unit

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Date created/revised

## **1. STRATEGIC OBJECTIVES**

The Government Accounting and Reporting Division is responsible for adoption and compliance with cash basis International Public Sector Accounting Standards (IPSAS); consolidated fiscal accounting and reporting; banking authorizations and arrangements; consolidation of Government cash resources; MDA monitoring; and oversight for Government shareholdings in public bodies.

This division is the seat of Government accounting standards, ensuring that IPSAS compliant accounting standards are adopted and adhered to throughout the public sector; that effective financial systems and procedures are established throughout the public sector, are being consistently followed, and are in line with best practice and legal requirements; that Government accounts and reports are prepared according to set regulations, laws and guidelines; that the reports of the MDAs are presented in time and consolidated fiscal reports are prepared and presented to the Ministry of Finance and the Public Service and other stakeholders.

It is responsible for the closure of all non-revenue Government bank accounts to the Treasury Single Account (TSA); the issuance of authority for the opening and closing of accounts; the management of Government's banking arrangements to consolidate the vast majority, if not all Government accounts in a single account or a set of linked accounts to permit a daily consolidated view of Government balances; and the periodic inspection and monitoring of the books of the MDAs to ensure that revenues due to the Government are paid into the TSA/ Consolidated Fund on time

## **2. JOB PURPOSE**

The Credit Card Programme Administrator is responsible for monitoring and controlling all Government funded credit cards in the Central Government as well as provides guidance and advice to any other applicable institutions. The incumbent also analyzes credit card usage, reports on trends and promotes compliance.

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

- To set-up and adjust card controls.
- To monitor compliance in the use of the credit cards to prevent abuse, waste, fraud and other deviant activities.
- To liaise between the GOJ and credit card provider in addressing all issues concerning contract and the operations of the programme.
- To prepare periodic dash board reports of the entire credit card platform.
- To promote standardization, centralization and automation of the programme through-out government.

- To monitor the timely payment of credit card bills.
- To reinforce compliance by tracking and reviewing items of expenditure to determine appropriateness with regulations thereby contributing to greater transparency and accountability.

### **3. KEY OUTPUTS**

- Reports prepared and submitted to the relevant authorities/stakeholders.
- Credit card accounts monitored and reconciled.
- Standard operating procedures, manuals and other related documents developed.
- Credit card controls set-up and adjusted.
- Training and presentations sessions conducted.
- Working paper files developed.
- Credit card bills paid.

### **4. KEY RESPONSIBILITIES**

#### ***Technical***

- Manages issuance, replacement, activation, deactivation and termination of credit cards based on request submitted by MDAs.
- Monitors credit card accounts and provides oversight of card holder activity.
- Monitors credit card reconciliation activities.
- Prepares and maintains working paper files.
- Establishes, maintains and uses various mechanisms for the analysis of data.
- Performs analysis and accurate forecasting to inform financial management and planning.
- Conducts reconciliations/ audits with MDAs and any other applicable institutions to ensure compliance.
- Provides oversight for spending limits and adjusts/changes spending profiles when necessary.
- Ensures accurate and timely payments of credit card bills on behalf of MDAs.
- Identifies delinquent account and prepares the relevant reports.
- Conducts site visits to obtain source documents from MDAs.
- Performs monthly credit card reconciliation and provides oversight of balances and recent charges.
- Prepares expenditure and other reports to the Ministry of Finance and Public Service and MDAs.
- Issues and interprets Department policy and procedures on the use of the credit card.
- Maintains relationships with all MDAs to enhance the effectiveness of the central oversight of the credit card program.

- Ensures all examinations and referral activity related to the card misuse is documented and escalated accordingly.
- Provides advice and recommendations to Accountant General, Assistant Accountant General, MDAs, and any other applicable institutions on the operations of the credit card system.
- Engages in scenario planning to identify risks and recommends preventative/corrective actions.
- Establishes and implements internal controls to ensure compliance.
- Conducts training sessions and presentations at MDAs and any other applicable institutions.
- Establishes and maintains review processes for unauthorized purchases.
- Prepares policies, standard operating procedures and related documents.
- Maintains files of all documentation according to the Department's protocols.

#### 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:

- Standard operating procedures and manuals developed.
- Working papers prepared according to standards.
- Credit card accounts reconciled within stipulated timeframe.
- Credit card bills paid timely.
- Reports submitted within agreed timeframes to required standards.
- Control (issue, replacement, activation etc.) of credit cards completed as within required timeframe.

### 6. AUTHORITY

Provides recommendations to Management Team, MDAs, and any other applicable institutions on the operation of the credit card system.

### 7. CONTACTS

#### *Internal*

<i>Contact</i>	<i>Purpose</i>
Accountant General	Approves credit card requests.
Deputy Accountant General	Review and/or prepares policy documents and research briefs.
Assistant Accountant General	Provides information through the submission of required reports and prepares policy documents.
Staff	Information exchange.
Revenue and Expenditure Unit	Verifies credit card payments.

**External**

<b>Contact</b>	<b>Purpose</b>
Ministry of Finance and Public Service	Provides information through the submission of required reports.
Ministries, Departments and Agencies and any other applicable institutions	Provides information, guidance and advice on policies and legislations. Conducts training sessions and presentations. Develops and maintains effective relationships and open channels of communication. Responds to enquiries.
Credit Card System Provider	Information exchange and training.

**8. REQUIREMENTS FOR THIS JOB:****a. Minimum Qualification and Training**

Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or; ACCA Level 2 or; NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

**b. Essential Experience and Knowledge:**

- At least three (3) years working in the field of Accounting or Finance in a similar capacity, preferably in the public sector.
- Working knowledge of relevant computer systems and applications.
- Working knowledge of the FAA Act and other relevant Acts and regulations.
- Experience in research and analysis, and formulating recommendations for management.

**c. Competencies**

The incumbent is expected to participate in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

**Core Competencies**

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

- Results Focus
- Integrity

### **Technical Competencies**

- Excellent knowledge of Accounting and Reporting Practices and Principles
- Good Knowledge of Legislations, Policies and Procedures

## **9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

### **Physical Demands –**

- Pressured working conditions with numerous critical deadlines.
- Extended working hours may be required

**Work Environment** - Normal office conditions

**Travel** – Travelling will be required to MDAs

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Name of Employee

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Signature of Employee

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Date

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Name of Supervisor

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Signature of Supervisor

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Date

