

# Accountant General's Department



The  
Nation's  
Treasury

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Job Description & Specification



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**ADMINISTRATOR**  
– Treasury  
Deposits

**GMG/AM 3**

## Job Description

**Job Title:** Administrator 3

**Post Number:**

**Job Grade/Level:** GMG/AM 3

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

**Reports to:** Director- Treasury Deposit

**Direct Reports:** N/A

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### 1. STRATEGIC OBJECTIVE

The Financial Resources Division is responsible for the establishment and maintenance of an effective system of cash management to ensure the availability of cash for effective budget execution. This includes use of the budget and projections of revenue and expenditures from the MDA as well as liaison with the Consolidated Fund, to determine optimal cash balances needed to carry out Government business; timely and efficient disbursement of Public loans in keeping with best practice for cash management; and use treasury deposits mainly to fund temporary budget gaps as required; and monitor the balances maintained from time to time to ensure funds availability and the best returns on investments.

This division operates on the authority of the FAA Act, Section 114 of the Jamaican Constitution, the various Trust and Chancery Fund Acts and various other enactments.

### 2. JOB PURPOSE

The Administrator is responsible for providing clerical and administrative support to the Financial Resources Division 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 prepare reports, and fulfill information requests.
- To carry out administrative and clerical functions including correspondence, scheduling of meetings and appointments.
- To create a log of all incoming and outgoing documents/files
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### **3. KEY OUTPUTS:**

- Reports, correspondence, spread sheets and illustrations prepared.
- Appointments scheduled and maintained.
- Meetings and events scheduled and organized.
- Internal/external correspondence dispatched.
- Correspondence typed/composed.
- Travel schedules/reservations arranged.
- Minutes prepared.
- Calls, mail and visitors handled.
- Records maintained.

### **4. KEY RESPONSIBILITIES:**

#### *Technical*

- Reads and analyses incoming memos, submissions and reports in order to determine their significance and plan their distribution as per directives.
- Opens, sorts, and distributes incoming correspondence, including facsimile and email.
- Answers the telephone, screen callers, and takes and relays messages
- Receives, greets and directs visitors to the Unit.
- Prepares responses to correspondence for which authorized.
- Dispatches outgoing mail.
- Responds to requests, inquiries and complaints from staff, other divisions, organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues.
- Prepares reports, memos, letters, and other documents, using word processing, spread sheet, database, and/or presentation software.
- Files and retrieves documents, reports, and other records.
- Maintains and monitors the schedule of meetings/events for the division.
- Prepares agendas and makes arrangements for committee, and other meetings attended by the Director, as required.
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants.
- Makes travel and accommodation arrangements for staff as required.
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required.
- Prepares special and recurring departmental reports by gathering, compiling and typing data from various sources.
- Coordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' office and the various units.
- Attends meetings in order to record minutes.
- Compiles, transcribes and distributes minutes of meetings.
- Provides administrative support to AGD's committee meetings

Any Other Duty

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

## **5. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Correspondence 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.

## **6. REQUIREMENTS FOR THIS JOB:**

### **a. Qualification and Training**

Essential:

- Certificate in Administrative Management Level 2 , OR equivalent

Desirable:

- Associates Degree in Administrative Management/ Business Administration or equivalent
- Certified Professional Secretary Designate

### **b. Essential Experience and Knowledge:**

- At least four(4) years secretarial experience

Desirable:

- Typing 50 – 60 wpm; Shorthand at 120wpm
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite

**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

**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.

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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