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Treasury

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Job Description & Specification



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Disbursement  
Clerk

## **Job Description**

**Job Title:** Disbursement Clerk

**Post Number:**

**Job Grade/Level:** FMG/AT 1

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

**Reports to:** Receipts Manager

**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 Financial Resources division is responsible for administering and reporting on the financial resources of the Government. It is responsible for the establishment and maintenance of an effective system of cash management to ensure the availability of cash for effective budget execution; the projection of debt service obligations to warrant allocations from the budget for timely servicing of the public debt; timely and efficient disbursement of Public loan in keeping with best practice for cash management; the use of Treasury Deposits mainly to fund temporary budget gaps; 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 Public Debt Act, the various Trust and Chancery Fund Acts and various other enactments.

## **2. JOB PURPOSE**

The Disbursement Clerk is responsible for the collection, receipting and lodgement of all monies paid into the Treasury Deposits, and the dispatch of cheques and receipts related to the Treasury Deposits Unit.

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

- To facilitate the timely, collection and lodgments of monies e.g. from pensioners, Attorneys-at-Law, Ministries Departments and Agencies (MDA)s;
- To facilitate the dispatch of cheques on behalf of the client MDAs.

## **3. KEY OUTPUT**

- Public Funds collected, receipts generated/ issued and funds lodged;
- Cheques dispatched to payees/clients;
- Cash book maintained;
- Transaction documents correctly routed to the respective units.

## **4. KEY RESPONSIBILITIES AND TASKS**

### Technical

- Generates receipts for cheques received from the Registry through the value book and funds received over the counter representing Treasury Deposits, Miscellaneous Revenue, repayment of loans and deposits for the Consolidated Fund Account;

- Generates receipts for returned amounts in respect of pensions/salary issued by the Pensions and Salaries Unit of the Accountant General's Department (AGD);
- Lodges amount received promptly to the relevant bank account;
- Posts receipted amounts for AGD Head to the FinMan System;
- Posts to and balances Receipt Cash Book on a daily basis;
- Updates value book with receipt numbers against items entered where necessary;
- Makes payments in respect of Levies Law (suitors money);
- Liaises with other Ministries and Departments in order to verify receipts and payments of funds as regards the Treasury Deposits Accounts;
- Provides customer service (face to face and telephone) to the general public;
- Processes and promptly dispatches cheques to payees when necessary;
- Assists with processing wire transfers as appropriate;
- Dispatches cheques and supporting correspondences to pensioners.

#### Any Other Duties

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

### 5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Public Funds collected, receipts generated/ issued and funds lodged in accordance with established standards and within stipulated timeframes;
- Cheques dispatched to payees/clients in accordance with established standards and within stipulated timeframes;
- Cash book maintained in accordance with established standards;
- FinMan System updated as necessary.

### 6. REQUIREMENTS FOR THIS JOB:

#### a. Minimum Qualification and Training

- AAT Level 1; ACCA-CAT Level 1/Level A; Certificate in Public Administration, UWI; Certificate in Management Studies, UWI; Diploma in Business Administration/Studies from a Community College; NVQJ Level 1, Accounting; Certificate in Accounting from an accredited University; Certificate in Government Accounting Level 1; Completion of the first year of the BSc.Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or Completion of first year of the ASc. Degree in Accounting/Business Administration/ Business Studies from an accredited tertiary institution.

#### b. Essential Experience and Knowledge:

- Customer service experience/knowledge;
- Sound knowledge of Accounting practices and applications;
- Sound knowledge of the FAA Act and regulations;
- Working Knowledge of International Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- General knowledge of public treasury operations.

### 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.

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Performance Management:** The ability to align resources, systems, standards and activities to contribute to the division meeting its objectives in a consistent, effective and efficient manner
- **Collaboration and Team Work:** The ability to be an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change
- **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 behaviours, in order to build trust and credibility
- **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
- **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 critical deadlines
- Some risk involved - takes lodgements to the relevant banks at least twice daily

**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