

## Job Description

<b>Job Title:</b>	<b>Banking Relations Officer</b>
<b>Job Grade/Level:</b>	<b>FMG/ PA 1</b>
<b>Department:</b>	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	<b>Director, Government Banking Relations</b>
<b>Direct Reports:</b>	N/A

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### 1. STRATEGIC OBJECTIVE

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; Ministries, Departments and Agencies (MDAs) 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 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 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

Reporting to the Director, Government Banking Relations, the Banking Relations Officer will reconcile the opening and closing of GOJ bank accounts. The incumbent tracks and responds to administrative banking requests from MDAs and resolve anomalies related the process. The individual will also be responsible for maintaining effective relationships with various financial institutions and other stakeholders for the effective management of the banking portfolio in keeping with GOJ's guidelines and policies.

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

- To liaise with the MoFPS for approval to open new bank accounts
- To prepare administrative correspondences in response to banking requests
- To maintain a system of tracking and following up with GOJ entities regarding outstanding administrative requests
- To follow up on bank confirmations with MDAs and Public Bodies (PBs) attestations

## 3. KEY OUTPUTS:

- Banking requests assessed and correspondence prepared
- Letters/ requests relating to e-tokens, confirmations, attestations prepared
- MDAs attestations updated on tracker
- Bank Account Inventory updated
- Banking correspondences filed
- Administrative banking requests monitored
- Banking Arrangements information tracker updated
- Proper records maintained
- Reports prepared

## 4. KEY RESPONSIBILITIES:

### *Technical*

- Assesses, prepares and submits correspondences in keeping with the appropriate standards
- Prepares banking requests regarding e-token, confirmation and attestation exercises
- Maintains accurate information on Banking Arrangements Tracker

- Follows up with MDAs, PBs and Banks with regards to requests for attestation and confirmation
- Maintains accurate inventory of Bank and Investment Accounts
- Maintains accurate and up-to-date records of interactions with various stakeholders
- Maintains appropriate records management system in keeping with AGD's record management protocols and standards.
- Tracks and monitors banking administrative requests
- Follows up with entities regarding outstanding bank administrative requests
- Liaises with MoFPS regarding approval for Opening of Bank Accounts
- Follows up with MDAs and Public Bodies to obtain supporting documents for Opening and Closure of Bank Accounts to ensure compliance with the FAA Act, Financial Instructions July 2019.
- Ensures compliance with banking regulations and policies

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:

- Banking requests are tracked and monitored in keeping with prescribed standard
- Banking related correspondences are prepared according to prescribed standard
- Bank Account Inventory accurately maintained in accordance with the prescribed standards
- MDAs attestations are uploaded and follow ups completed within agreed timelines
- Banking Arrangements information tracker updated in a timely manner and in keeping with prescribed standard
- Appropriate records management system is maintained in accordance with AGD's record management protocols and standards
- Reports prepared in accordance with the requires standards and within stipulated timelines

## **6. AUTHORITY**

N/A

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

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

Essential:

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

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

- At least 3 years working in the field of Accounting or Finance in a similar related field with at least two (2) years in a similar position;
- Comprehensive knowledge of accounting practices and applications;
- Knowledge of International Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Knowledge of banking operations;
- Working knowledge of the FAA Act and other relevant Acts and regulations
- Knowledge of finance and investment strategies
- Experience in analysing financial data and managing investment portfolio

### **c. Competencies:**

The incumbent is expected to participate in realizing the goals and objectives of the Department. 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
- Customer Focus
- Results Focus
- Integrity

#### **Technical Competencies**

- Excellent knowledge of accounting and reporting principles and practices
- Good knowledge of relevant Legislations, Policies and Procedures

## **8. 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

**Travelling** – May be required to visit MDAs and Public Bodies

**Data Protection**

**Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies.**