

## Job Description

<b>Job Title:</b>	Senior Secretary
<b>Post Number:</b>	
<b>Job Grade/Level:</b>	OPS/SS 3
<b>Department:</b>	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	Assistant Accountant General, Accounting & Reporting

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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; and oversight for Government shareholdings in public bodies.

This division is the seat of Government accounting standards, ensuring that IPSAS are 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 annual financial statements 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 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's cash balances; and to ratify that revenues due to the Government are paid into the TSA/ Consolidated Fund without delay.

### 2. JOB PURPOSE

Reporting to the Assistant Accountant General – Accounting & Reporting 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.

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- To carry out administrative and clerical functions including correspondence, scheduling of meetings and appointments.
- To coordinate reports from the reporting units.
- Prepare follow-up and/or progress report on action items.

#### **KEY OUTPUTS:**

- Research Conducted
- 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 - progress status report.
- Calls, mail and visitors handled.
- Records maintained.
- Office equipment and supplies managed and maintained.
- Individual Work Plans prepared.
- Administrative and secretarial duties performed.

### **3. KEY RESPONSIBILITIES:**

#### *Technical*

- Reads and analyses incoming memoranda, submissions and reports to determine their significance and plan their distribution as per directive.
- Opens, sorts, and distributes incoming correspondence, including email & dispatch outgoing mail.
- Answers the telephone, screens callers, and takes and relays messages.
- Receives, greets and directs visitors to the unit.
- Prepare responses to correspondence for which authorized.
- Orders and manages office supplies for the office of the Assistant Accountant General, Accounting & Reporting
- Responds to requests, inquiries and complaints from staff, other divisions, organizations and the 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 Unit
- Prepares agendas and arrangements for committee, and other meetings attended by the Assistant Accountant General, as required
- Provides administrative support to committee meetings
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants
- Makes travel and accommodation arrangements for Assistant Accountant General

- Research 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 Assistant Accountant General's office and the various units
- Attends meetings to record minutes
- Compiles, transcribes, and distributes minutes of 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:

- 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
- Stipulated deadlines are consistently met
- Files are accurate and up to date
- Incoming/outgoing mail is prepared and dispatched in a timely manner
- Queries appropriately directed
- Accurate documents and correspondence prepared for distribution
- Pertinent and comprehensive information provided within the prescribed time frame and format
- Minutes prepared are accurate and dispatched within agreed time frame
- Action item and agenda prepared and presented within a specified time frame
- Confidentiality, integrity, and professionalism always displayed in the execution of the duties and personal conduct

#### **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,  
 At least 4-5 years' general office experience

OR

Associate Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from a recognized tertiary institution plus three (3) years related experience

**b. Essential Experience And Knowledge:**

- Knowledge of records management
- Knowledge of office procedures
- Knowledge of Microsoft Office Suite

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