



**OFFICE OF HIS EXCELLENCY
THE GOVERNOR-GENERAL AND STAFF**

**JOB DESCRIPTION AND SPECIFICATION
ACCOUNTING TECHNICIAN III**

JOB TITLE: Accounting Technician III

JOB GRADE: FMG/AT 3

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: General Administration

UNIT: Finance & Accounting

REPORTS TO: The Director - Finance & Accounting

MANAGES: Not Applicable

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Director of Finance

Date

Director – Human Resource &
Administration

Date Created/Revised

JOB PURPOSE

Under the supervision of the Director, Finance & Accounting, the Accounting Technician III is responsible for the efficient and effective administration of the financial and accounting practices of the Unit. He or she performs Management and Financial Accounting functions within the requirements, regulations and instructions of the Financial Administration and Audit's Act (FAAA), the Government of Jamaica (GOJ) Accounting Policies and Procedures, the Government of Jamaica Staff Orders, the King's House Standing Orders and other agreed financial policies and practices.

The incumbent produces all the monthly financial statements and reports for the Office as well as the monthly statutory declarations to be delivered to the Tax Administration of Jamaica. He or she certifies all transactions which are input using the Government Financial Management System. This must be done prior to the approval process by the Director of Finance and Accounting.

The Accounting Technician III demonstrates a professional image through in-person and telephone interaction, thereby upholding the expected high standards of service delivery, which is considered vital and deserving to stakeholders, staff and visitors to the Unit.

KEY OUTPUTS

1. A one hundred percent (100%) accuracy rate is achieved in certifying all journal entry transactions which are input using the GFMS software. The journal entries include those related to:
 - Payroll
 - Payables
 - Receipts
 - Warrants
 - Bank reconciliations

This is required in order to generate all financial statements within the appropriate deadlines.

2. The annual statutory returns are prepared and submitted accordingly.
3. The weekly accounting reports are prepared and submitted for review by the Director of Finance and Accounting for presentation to the Governor-General's Secretary (GGS).
4. Directives are received and acted upon according to the approved instructions and agreed priorities.

KEY AREAS OF RESPONSIBILITY

Technical/Professional Responsibilities

1. Monitors monthly expenditure ensuring that it is in keeping with budgetary allocations and agreed priorities.
2. Analyzes expenditure patterns against the budget for projects; highlights and reports on any deviation for corrective action to be taken.
3. Assists with preparing the report for the *Annual Appropriation Accounts*.
4. Collaborates with other Ministries, Agencies and Departments to share information which contributes to the effective completion of responsibilities.
5. Establishes and maintains working relationships with the Office's Bankers and Associated Agencies.

Financial Accounting

6. Prepares and submits all financial statements and other reports as required, ensuring accuracy and timeliness with respect to the data and deliverables.
7. Ensures that policies and procedures are followed with respect to the Unit's operations in order to abide by internal control requirements.
8. Maintains and updates the ledgers and journals on a monthly basis.
9. Signs specified Bank Accounts on behalf of the Office.
10. Ensures that all accounting records within the Unit are maintained in accordance with established policies and procedures.

11. Contributes to the preparation of the annual Budget, Corporate/Strategic Plan and Operational Plan.

Management Accounting

12. Generates monthly financial statements (Statutory and General Administration) for submission to the Ministry of Finance and the Public Service (MOF&P including:
 - Statement of Receipts and Payments
 - Main Ledger Trial Balance
 - Bank Reconciliations and outstanding cheque listing
 - Statement of Expenditure by Activity and or Project
 - Statement of Expenditure by Objects
13. Verifies encashed cheques against Bank statements and other records; informs the Bank of any missing cheques and or other discrepancies.
14. Verifies Bank Statements against the Cash Book and prepares Journal Vouchers for input using the GFMS software for any items on the Bank Statement, such as Bank charges, which do not appear in the Cash Book.
15. Liaises with the Banks to ensure that statements are received on a timely basis.

Other Duties

1. Assists in developing the Unit's Annual Work Plan; monitors its progress and participates in evaluating its performance.
2. Recommends and or suggests training and development opportunities.
3. Participates in the review and/or development of operational systems and procedures as well as developing the Unit's Operational Manual.
4. Performs any other duty, in keeping with job functions that may be assigned from time to time.

PERFORMANCE MEASURES

1. Analyses are consistently rigorous and accurate; processes are completed within the approved timeframe.
2. Effective control systems for consistency and generally accepted accounting standards are implemented and maintained in accordance with prescribed requirements.
3. Timely and effective communication of information to Staff.
4. Audit responses prepared in a timely manner.
5. The various reports are accurate and completed within the required timeframe.
6. Breaches of the FAA Act, Audit Act, MOF&P regulations & instructions and the Staff Orders do not exceed an agreed number.
7. Confidentiality, integrity and professionalism are displayed in the execution of duties and in personal conduct.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Methods, practices, documents and terminology used in accounting and record keeping.
2. Standard office practices and procedures, GOJ policies, procedures and practices governing related financial transactions, King's House Standing Orders.
3. Knowledge of relevant computer software and spreadsheet applications.

REQUIRED SKILLS & COMPETENCIES

1. Able to organize, set priorities and meet deadlines.
2. Excellent investigative, analytical and problem-solving skills.
3. Able to apply good judgement, exercise initiative and cope well under pressure.
4. Communicates effectively in both oral and written forms.
5. Is confidential; integrity and professionalism are noted in personal conduct and execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- An Undergraduate Degree in Accounting OR Business Administration (Accounting & Finance major) OR its equivalent from a recognized tertiary institution; OR
- Diploma in Government Accounting Level III; AND
- Knowledge of Accounting Packages such as Peachtree, ACCPACC or Quick Books and their applications; AND
- Knowledge of GOJ Accounting; AND
- At least five (5) years of experience in a comparable position.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions; however, there can be high pressure especially during the reporting and audit cycles.
- Responsibilities sometimes require working evenings, sometimes with little advance notice.

AUTHORITY TO:

- Request related information.
- Make recommendations to the Director, Finance & Accounting on related matters.
- Collaborate with internal and external stakeholders of the Unit.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Director - Finance and Accounting	Request authorizations for transactions. Receive instructions, advice.
Accounting Technicians I and II	Receive and share information.

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Ministry of Finance and the Public Service	Information, training in procedures and software applications.
Financial institutions Tax Administration Jamaica	Request information
Ministries, Agencies and Departments	Share information.

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