

INSTITUTE OF SPORTS LIMITED

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Technician

JOB GRADE: FMG/AT 1

POST NUMBER: 268322

SECTION: Finance & Accounts

DIVISION:

REPORTS TO: Finance Manager

MANAGES: N/A

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION
OG THE JOB AS SIGNIFED BELOW**

.....
Employee

.....
Date

.....
Head of Division

.....
Date

.....
Date received in Human Resource Division

.....
Date created / revised

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JOB PURPOSE

Under the direct supervision of the Manager of Finance provides effective and efficient accounting support in the maintenance of financial records; namely, payables and general ledger ,payroll as well as the management of the Petty Cash Imprest system, in compliance with Government regulations and guidelines and in accordance with the FAA Act.

KEY OUTPUTS

- Journals and payment vouchers prepared and posted
- Statutory Deduction Cards maintained
- Annual Returns accurately prepared
- Invoices prepared
- Petty Cash Imprest system properly managed
- Annual Estimates prepared
- Lodgments prepared and posted
- Travel claims prepared and posted
- Reports / letter prepared
- Sound advice and technical support provided

KEYRESPONSIBILTY AREAS

- Prepares and facilitates postings of journals and payment vouchers to the relevant expenditure ledger;
- Maintains and updates statutory cards for all employees in the Ministry;
- Prepares Annual Returns for all statutory deductions made from employee's salaries;
- Records deductions made from salary in the appropriate register;
- Assists in the preparation of invoices for the purchasing of goods and services rendered to the Ministry;
- Performs cashiering duties by preparing receipts for cash and cheques paid to the Ministry, making lodgments and managing the petty cash imprest;
- Issues cheques and maintain cheque register;

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- Check and post travel claims;
- Assist in the preparation of the Annual Estimates (Traveling);
- Prepares monthly reconciliation of income and education tax withheld by the Accountant General's Department against actual payroll charges;
- Ensures lodgment advices are collected from the Accountant General's Department on a weekly basis and that the file is maintained;
- Maintains proper records of expenditure and check against what is booked;
- Assists in the commitment planning process and in the determination and classification of commitments in categories (inescapable, priority, other);
- Assists the Director of Finance in the planning and utilization of available cash based on the level and categories of outstanding commitments.

OTHER

- Assists in the preparation of the Ministry's annual and supplementary budgets;
- Performs other related duties as assigned from time to time.

PERFORMANCE STANDARDS

- Payments and journal vouchers accurately examined and posted to the relevant expenditure ledger at the time specified;
- Statutory Deduction Cards accurately maintained and updated within agreed timeframes;
- Receipts accurately prepared immediately on receipt of payment;
- Annual Returns error free and prepared in the appropriate format at the times specified;
- Invoices accurately prepared, in the appropriate format and within agreed timeframes
- Cheques prepared error free, dispatched and recorded in agreed timeframes;

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- Travelling vouchers accurately checked and posted in keeping with agreed timeframe;
- Lodgments accurately prepared and lodged to the bank at the time specified;
- Petty cash Inprest efficiently managed and disbursements made in keeping with existing policies and guidelines;
- Deduction Register accurately maintained and deductions posted at the time specified;
- Reports / letters accurately prepared and in keeping with established timeframe;
- Sound and prudent advice / recommendations are provided and in keeping with established guidelines and regulation;
- .confidentiality and integrity are exercised;
- Harmonious relations are maintained with staff members are external contacts.

LIAISON

INTERNAL CONTACTS:

| POSITION TITLE | PURPOSE OF COMMUNICATION |
|---|---|
| Manager of Finance/ Senior Accountant | To provide information and receive guidance |
| Heads of Divisions / Agencies of the Ministry | Advice, guidance and share information |

EXTERNAL CONTACTS:

| POSITION TITLE | PURPOSE OF COMMUNICATION |
|---|---|
| Office of the Prime Minister (Finance Division) | To obtain / share information and data through collaboration and synergies. |
| Accountant General's Department | To provide and receive information |
| Ministry of Finance & Planning | To provide information and receive guidance. |

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REQUIRED COMPETENCIES

| # | Functional / Technical Competencies | Level |
|---|---|-------|
| 1 | Sound knowledge of the general operations of the machinery of the Government of Jamaica policies and procedures, especially the Financial Administration and Audit (FAA) Act; | |
| 2 | Knowledge of the FINMAN systems | |
| 3 | Customer and quality focus | |
| 4 | Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems | |

| # | Core Competencies | |
|---|---------------------------------------|--|
| 1 | Oral and written communication skills | |
| 2 | Problem solving and decision making | |
| 3 | Planning and organizing | |
| 4 | Team work and cooperation | |
| 5 | Integrity | |
| 6 | Interpersonal Skills | |

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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ASc. Degree in Accounting from MIND or recognized institution; or
- Government Accounting Level 2 Modules 1 – 5
- Two (2) years related work experience in government accounting.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment.
- There can be high pressure when deadlines are to be met.

AUTHORITY

- As assigned by the Manager, Finance & Accounts