



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Director, Accounts Payable and Payroll
JOB GRADE:	FMG/PA 4
POST NUMBER:	
DIVISION:	Finance and Accounts
BRANCH:	Accounts and Expenditure Control
REPORTS TO:	Principal Finance Officer
MANAGES:	Senior Manager, Accounts Payable and Disbursement FMG/PA 3; Payroll Manager FMG/PA 2; Senior Secretary OPS/SS 3

This document 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.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

Under the direct supervision of the Principal Finance Officer, the Director, Accounts Payables and Payroll is responsible for the management of the procedures in respect of payroll, accounts payable, and disbursements, ensuring that:

- ✓ Proper systems of internal control exist and are being adhered to;
- ✓ The Financial Administration and Audit (FAA) Act, its Regulations, and Instructions are complied with;
- ✓ The services of the Ministry's internal and external clients are performed efficiently, effectively, and economically.

The incumbent is also responsible for the overall supervision of the Accounts Payable and Payroll Units of the Finance and Accounts Division of the Ministry and is the chief advisor to the Principal Finance Officer on all financial matters relating to accounts payable, payroll, and other funds and assets under the control of the Ministry.

KEY OUTPUTS:

- Unit Plan;
- Individual Work Plan;
- Advice and guidance provided to the Senior Management Team on financial matters.
- Liabilities settled
- Monthly and annual statutory reports prepared and submitted Payments and Payroll processed;
- Payment of invoices and contract payment certificates approved and certificates released to the relevant offices.
- Payment records and accounts maintained;
- Collection of Non Tax Revenue;
- Efficient and effective Systems for:-
 - ✓ Accounts payable and receivable accounting;
 - ✓ Payroll processing;
 - ✓ Certifying and authorizing payroll and other payments;
 - ✓ Computing and paying salaries;
 - ✓ Prevention of overdrafts;
 - ✓ Maintenance of accounts;
 - ✓ Prioritization of payments.

KEY RESPONSIBILITY AREAS

Administrative/Management

- Assists with planning, organising and directing the work of the Finance and Accounts Division by assisting with the development and monitoring of the Division's Corporate and Operational Plans and Budget;
- Plans, organizes, directs and monitors the work of the Expenditure Control and Accounts Branch by developing its Unit Plan and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Manages the daily operations of the Unit to consistently provide a high level of service to clients;
- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the Financial Year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the Regulations.
- Attends required Ministry meetings on financial and personnel matters;
- Attends meetings at the Ministry of Finance and Planning, Accountant General's Department and other Government agencies to discuss matters relating to the finances, payments and payroll of the Ministry and its Agencies;
- Prepares and submits periodic reports to the Principal Finance Officer on the performance of the Branch or any specific issue or problem.

Technical

- Ensures that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensures that proper systems and procedures are in place for accurately capturing all accounts payable, accounts receivable and income in the correct period to which they relate by reviewing and testing operations constantly to ensure effectiveness and efficiency;
- Ensures that there are adequate procedures in place to facilitate accurate and timely checking, certification and authorisation of payroll and all other payments, in accordance with the Financial Administration and Audit Act, Regulations and Instructions;
- Ensures that there are adequate internal control systems in place for the accurate computation and payment of salaries;
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank accounts;
- Ensures that an effective, fair and proper system is in place for the prioritisation and payment of accounts payable;
- Conducts checking and certification of all payments being processed under the Ministry and its Projects;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Take all necessary steps to have payments and payroll systems operating efficiently and smoothly resulting in timely and accurate processing of payments;
- Oversees the collection of Non Tax Revenue in keeping with the Financial Administration and Audit Act, Regulations and Instructions;
- Ensures the smooth and efficient operation of the system for the maintenance of accounts resulting in the timely and accurate preparation and submission of financial statements.

- Maintains effective working relationships with external and internal stakeholders and clients;

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other

- Assists the Principal Finance Officer in addressing issues/concerns raised in the Auditor General Queries and reports in respect of the Finance Directorate;
- Accompanies Permanent Secretary and Principal Finance Officer to the Public Accounts Committee and Standing Finance Committee of Parliament as required;
- Performs any other related duties assigned from time to time.

INTERNAL AND EXTERNAL CONTACTS

<i>Internal</i>	<i>Nature of Relationship</i>
Principal Finance Officer	Briefings on Accounts Payables, financial performance and status
Programme Managers	Briefings on expenditure control and status
Director, Management Accounts	To discuss budget and warrant allocation
Internal Auditor	Provide input for the development of annual Audit Plan
Externally funded Project Manager	Discussions on project related matters

<i>External</i>	<i>Nature of Relationship</i>
Public Accounts Committee	Assists the Permanent Secretary in rendering accountability to Parliament on the stewardship of public funds and assets
Standing Finance Committee	Assists the Permanent Secretary in discussions on the Ministry's budget included in the Estimates of Expenditure presented to the House by the Minister of Finance
Integrity Commission	To make submissions and/or provide responses to questions regarding the process of transparency and fairness in the award of contracts
Financial Secretary, Deputy Financial Secretaries and other senior officials of the Ministry of Finance and Planning	To discuss issues relating to the budget, financial management, financial regulations, financial systems and procedures etc.
Office of the Cabinet	Discuss issues concerning public expenditure management
Accountant General	Discuss issues concerning treasury management
Public Administration & Appropriation Committee	Assists with the draft response to request made from the committee on budgetary matters.
International Stakeholders	Provide guidance relating to financial management of various activities and

	projects.
Auditor General's Department	Assist with audit queries

PERFORMANCE INDICATORS

- Unit Plan developed in required timeframe and in keeping with the Finance and Accounts Division Operational Plan;
- Individual Work Plan developed in required timeframe and in keeping with Unit Plan;
- Status and other reports submitted in required standard and timeframe;
- Payments and payroll processed accurately and in required timeframe;
- Payment records and Accounts maintained in keeping guidelines;
- Collection of Non Tax Revenue;
- Systems for the below are accurate, timely and managed in keeping with guidelines:-
 - ✓ Accounts payable and receivable accounting;
 - ✓ Payroll processing;
 - ✓ Certifying and authorizing payroll and other payments;
 - ✓ Computing and paying salaries;
 - ✓ Prevention of overdrafts;
 - ✓ Maintenance of accounts;
 - ✓ Prioritization of payments.
- Established deadlines, targets and quality standards are consistently met;
- Confidentiality, fairness, high ethical standards and professionalism are displayed.
- Mutual respect displayed in the work environment at all times

REQUIRED COMPETENCIES

The following behavioural and technical competencies are informed by the Ministry's Competency Framework. Please refer to this document for further information on the definition and description of the level(s) for each competency.

Behavioural	Level	Technical	Level
Oral Communication	3	Use of Information, Communication and Technology	1
Written Communication	3	Legislation, Regulations and Policies	2
Teamwork and Cooperation	4	Budget Management	2
Interpersonal Skills	3	Change Management	1
Initiative	3	Conflict Management	2
Client and Quality Focus/Commitment to Service Quality	3	Negotiation	3
Compliance	3	Mentoring	1
Adaptability	3	Performance Coaching	1
Integrity	4	Risk Management	2
Methodical	3	Policy Development	1
Problem Solving and Decision Making	3	Monitoring and Evaluation	1
Planning and Organizing	3	Research Methodology	1
Goal/Result Oriented	3	Project Management	1
Confidentiality	1	Financial Accounting (Cash Accounting)	4
Mutual Respect	2	Financial Accounting (Accrual Accounting)	2
Leadership	2	Financial Analysis	3
People Management	2	Management Control (Internal Control)	2
Strategic Vision	1	Financial Systems (FINMAN, BizPay)	2
Impact & Influence	1		
Partner and External Relations	2		
Analytical Thinking	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- Post-Graduate Degree in Accounting/Financial Accounting or;
- Practising Chartered Accountant and a Member of a designated professional accounting Body or;
- ACCA Level 2 or 3.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel locally and overseas on official business;
- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.

AUTHORITY

- Recommends disciplinary action, leave and staffing arrangements in keeping with human resource policies and procedures;
- Signatory to the Ministry's Accounts;
- Recommends improvements to financial policies and internal controls where applicable;
- Signs off on all financial reports (both statutory and non-statutory).
- Authorizes on the FINMAN system the following transactions:
 - ✓ Payables;
 - ✓ Receipts;
 - ✓ Lodgements;
 - ✓ Payroll;
 - ✓ Journals;
- Decides on the prioritization of payables.