



MINISTRY OF EDUCATION & YOUTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accounts Payable Officer
JOB GRADE:	FMG/AT 2
POST NUMBER:	
DIVISION:	Financial Management
BRANCH:	Payables & Payroll
REPORTS TO:	Manager, Accounts Payable & Receivable
MANAGES:	N/A

Strategic Objectives of the Financial Management Services Division:

The Financial Management Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the entire education portfolio and providing financial management services for the Ministry

Job Purpose:

Under the supervision of the Manager, Accounts Payable & Receivable, the Accounts Payable Officer is responsible for processing and preparing vouchers for the payment of bills and/or invoices received from suppliers for the provision of goods and services; processing all contracts entered into by the Ministry of Education, Youth & Information; processing claims from staff and ensuring that a records management system is in place.

Key Outputs:

- Suppliers invoices processed
- Vouchers processed and prepared
- Petty cash vouchers prepared
- Advance payments processed
- Utility bills payment schedules prepared and payments made

- Invoices, Vouchers and payments processed and posted
- Claims for payment processed
- Records Management System maintained

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Examines all claims and invoices and ensures that the required documents are presented and are authentic and certified for payment;
- Sorts and processes contract invoices for payment, ensuring that invoices have been approved, all documents are included, certified and signed off that service is satisfactorily rendered;
- Examines bills and petty cash vouchers submitted for reimbursements for accuracy, completeness and authenticity;
- Prepares Payment Vouchers using the requisite documentation;
- Prepares and processes advance payment advice sheet and maintains Advance Payment and Expenditure Payment Registers;
- Liaises with the Senior Accounts Payable Officer for requests of warrant allocation for contractual services;
- Checks and ensures funds are available in order to prepare payments and to access warrant with schedule of payments;
- Maintains up-to-date records and files on all contractual agreements;
- Prepares the utility bills schedules for payments in a timely manner;
- Maintains query log, responds to queries and conducts researches where necessary on payment claims for internal and external customers;
- Maintains and updates the relevant Registers (Utility Bills, Advance and Expenditure Payment);
- Prepares and submits reports on all payment claims made;
- Performs any other duties assigned by the Manager.

Performance Standards:

This job is satisfactorily performed when:

- Suppliers invoices are accurately processed and the vouchers prepared within the required timeframe;
- Petty cash vouchers are prepared according to the guidelines;
- Advance payments are processed according to the guidelines;
- Claims for payments are accurately processed in keeping with the guidelines;
- Accurate, comprehensive reports are prepared and submitted by the due date.

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Program Managers	Provide and receive information
Procurement Manager	Provide and receive information

Internal Audit	Provide information
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Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Auditor General	Consultation
Accountant General	Consultation
Suppliers	Liaise
Contractors	Clarification of documents
External Audit	Provide information

Required Competencies:

Core:

- Excellent time management skill
- Good interpersonal and communication skills
- Ability to communicate well with internal and external customers
- Attention to details

Technical:

Knowledge of

- The Financial Management System;
- The Financial Administration and Audit (FAA) Act
- Ministry of Education operations and functions
- Government Accounting principles

Minimum Required Education and Experience:

- Associate Degree/Diploma in Accounting or the equivalent qualification or
- Government Accounting Level 2
- At least One (1) year's working experience

Authority to:

- Access confidential information

Specific Conditions Associated With the Job

- Normal office environment
- Required to work beyond normal working hours