



**MINISTRY OF EDUCATION & YOUTH CENTRAL MINISTRY  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Collections Officer x 2
<b>JOB GRADE:</b>	FMG/AT 1
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH/SECTION:</b>	Payables and Payroll/ Accounts Payables & Receivables
<b>REPORTS TO:</b>	Manager, Accounts Receivables & Payables
<b>MANAGES:</b>	N/A

**Strategic Objectives of the Financial Management and Services Division:**

The Financial Management Services 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 Accounts Payables and Receivables Manager, the incumbent is responsible for the collection, recording and lodgement of public monies received in the Ministry ;preparation, issuing and posting of receipts; disbursing payments; updating and balancing Receipt Cash Book; maintaining the Petty Cash Imprest.

**Key Outputs:**

- Cash and cheques collected and lodged
- Receipts prepared, posted and issued
- Value Books maintained
- Petty Cash book maintained
- Miscellaneous Revenue Statements prepared
- Cash Book Maintained

- Petty Cash issued and reimbursed

### **Key Responsibility Areas:**

#### **Technical and Professional Responsibilities:**

- Receives payments for items such as Teacher's bonds, rentals, motor vehicle loans, transcripts, tender documents, school directories, photo copies and telephone bills and other miscellaneous payments;
- Posts all receipts to the Fin Man System (FinMan) using the correct coding;
- Collects, sign for and issues receipts for each payment submitted through the Value Book by staff or members of the public;
- Updates Value and Cash Book;
- Checks and balances daily transactions and prepares lodgement for respective Bank Accounts;
- Prepares Journal Vouchers for lodgements and submits for authorisation;
- Process and prepares cash and cheques for lodgements to Financial Institution(s) ;
- Collects cash on behalf of the Ministry from Financial Institution(s);
- Prepares Miscellaneous Revenue Statements for the Accountant General's Department;
- Delivers payments ensuring that recipients signs for payments collected;
- Disburses cheques in accordance with established procedures;
- Makes arrangement for mailing cheques not collected within established timeframe and notify persons;
- Maintains Petty Cash Imprest, making authorised petty cash payments and obtain petty cash reimbursements;
- Update/balances accounts daily and maintain the Petty Cash Book Register.

#### **Other**

- Performs any other related duties assigned.

#### **Performance Standards:**

- Cash and cheques collected in accordance with the Financial Administrative and Audit (FAA) Act;
- Receipts prepared and issued immediately after receiving cash or cheque;
- All monies collected lodged within 24 hours, in accordance with the FAA Act;
- Value and Cash Books maintained as stipulated in the FAA Act;
- All receipts posted to the FinMan within a day of preparation;
- Accurate Revenue Statements are prepared in the required format by the stipulated time.

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

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Staff	Provide Information
Teachers	Provide Information
Internal Auditors	To provide and obtain information

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Suppliers	Provide Information
Accountant General	Obtain and provide information
Banks	Provide information
General Public	Obtain and provide information
External Auditors	To provide and obtain information

**Required Competencies:**

**Core:**

Ability to:

- demonstrate good communicate skills with internal and external customers in both written and verbal forms
- pay keen attention to details
- work within established time limits
- Work well in a team
- Demonstrate good customer relations skills

**Technical:**

Knowledge of:

- the Financial Administration and Audit Act (FAA Act)
- Government Accounting Principles and Procedures
- relevant Ministry's policies and procedures
- relevant computer systems and applications

**Minimum Required Education And Experience**

- AAT Level 2 **or**; ACCA-CAT Level 2 **or**; Certificate in Accounting from a recognised University
- with at least one (1) year related experience **or**

- Associate of Science Degree in Accounting , MIND or
- Government Accounting, Level 2 with at least one (1) year related experience.

**Authority To:**

- Collect and Lodge Public Monies
- Issue cheques
- Maintain petty cash float and petty cash book
- Maintain cashbook

**Specific Conditions Associated With the Job**

- Normal office environment