



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

<b>JOB TITLE:</b>	Commitment Control Officer x2
<b>JOB GRADE:</b>	FGM/AT 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management
<b>BRANCH:</b>	Management Accounts
<b>REPORTS TO:</b>	Senior Commitment Control Officer
<b>MANAGES:</b>	N/A

**Strategic Objectives of the Financial Management 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 Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

**Job Purpose:**

Under the general supervision of the Senior Commitment Control Officer, the Commitment Control Officer is responsible for blocking and or committing funds for the payment of goods and services for the entire Ministry in accordance to the Financial Administration and Audit (FAA) Act and the Ministry of and the Public Services' (MoF&PS) guidelines.

**Key Outputs:**

- Annual budgets compiled and submitted
- Documents checked
- Quotations and calculations checked

- Request coded
- Warrants uploaded
- Funds committed

**Key Responsibility Areas:**

**Technical and Professional Duties:**

- Examines source documents for the acquisition of goods and services and ensures all relevant documents such as invoice, quotation and Request for Purchase of Goods and Services (RPGS) are attached and have the required signatures;
- Checks quotations and calculations and ensures that these are within the required limits;
- Posts/uploads data from the Invoice to the Financial Management (Fin Man) System to block the funds for the supply of the good and service;
- Stamps invoice with “Funds Committed” and certify the invoice;
- Prints, signs Commitment Voucher and passes it with documents attached, to the Senior Commitment Control Officer;
- Receives warrant allocation/break down and posts the relevant amounts to the appropriate activities;
- Prints Warrant Transfer Voucher, signs and transmits to the Senior Commitment Control Officer for verification;
- Prints and signs Journal Voucher;
- Compiles and submit the annual budget to the Divisions, Agencies, etc;
- Prepares costing of salaries and allowances for revision and adjustments;
- Prepares subvention vouchers and commitments on the FinMan System for payments;
- Prepares and maintains files for the Agencies, Institutions and Central Ministry for efficiency and ease of access;
- Performs any other related duties assign by the Senior Commitment Control Officer.

**Performance Standards:**

- All documents are carefully scrutinized, stamped and signed within the required time frame;
- All requests are uploaded to the FinMan system and correctly coded under the appropriate activity and object head within the required time frame;
- Warrant allocation is correctly posted to the correct activities immediately after receipt
- Funds are committed for the goods/services, stamped and signed by the stipulated time and according to required guidelines;
- All calculations thoroughly computed are accurate, timely and within stipulated limits;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Duties are efficiently undertaken within stipulated procedures and guidelines.

**Internal and External contacts (specify purpose of significant contacts):**

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Projects Accounts Branch	Re Collaboration for programme funding
Management Accountants-Recurrent Budget Section	To provide and obtain information
Budget Officers-Recurrent Budget Section	To provide and obtain information
Agencies	To provide and obtain information
Educational Institutions	To provide and obtain information
Regional Offices	To provide and obtain information
Internal Auditors	To provide information

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Ministry of Finance & Public Service (MoF&PS)	To provide and obtain information
eGov	Guidance on the FinMan. Systems
External Auditors	To provide information

**Required Competencies:****Core:**

- Excellent analytical and judgment skills
- Excellent interpersonal,
- Sound written and oral communication skills
- Excellent time management skills
- Attention to detail
- Excellent decision-making & problem solving skills
- Strong organizing skills

**Technical:**

- Knowledge of procurement guidelines
- Excellent knowledge of Government of Jamaica's accounting and financial principles, procedures and standards
- Excellent knowledge of the financial Administration and Audit (FAA) Act as well as other financial regulations and guidelines
- Excellent knowledge of the operation, policies and guideline of the Ministry of Education, Youth and Information
- Proficiency with relevant computer systems and applications (Microsoft Office Suite, FinMan)

**Minimum Required Education and Experience:**

- BSc in Accounting or Management Studies  
**OR**
- Certificate in ACCA 1, AAT or CAT

**OR**

- Government Accounting 2
- Two (2) years' experience in Accounting

**Authority To:**

- Allocate approved funds
- Prepare subvention

**Specific Conditions Associated With The Job:**

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