



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

<b>JOB TITLE:</b>	Data Entry Clerk
<b>JOB GRADE:</b>	MIS/IT 2
<b>POST NUMBER:</b>	<b>6492</b>
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH:</b>	Payables & Payroll
<b>REPORTS TO:</b>	Manager, Payroll
<b>MANAGES:</b>	N/A

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

**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 Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

**Job Purpose:**

Under the general direction of the Manager, Payroll, the Data Entry Clerk is responsible for capturing and updating data from information collection instruments ensuring accuracy and timeliness in the delivery of output.

**Key Outputs:**

- Data collected and uploaded
- Current payroll information updated
- Payroll data preserved
- Accounting and other documents filed

**Key Responsibility Areas:**

**Technical & Professional Responsibilities:**

- Enters data on the Ministry’s Payroll System for employees;
- Updates payroll records with approved changes in deductions, savings, job titles and transfers;
- Balances the payroll account by resolving discrepancies;
- Ascertains the different categories of cheques to be printed and prints the cheques for the Payment Vouchers uploaded where necessary;
- Performs regular backups to ensure data preservation;
- Files payroll records for future referencing;
- Performs any other related duties as assigned by the Manager, Payroll.

**Performance Standards:**

- Data entered is accurate and completed within the given time frame;
- Data entered into the system is checked and verified for accuracy;
- Data is regularly backed-up and preserved for ease of access and for future referencing;
- Efficient and effective files and records management system implemented and maintained;
- Confidentiality of communication, oral and written is maintained.

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

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Payroll Staff	To provide & 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>
External Auditors	To provide information

**Required Competencies:**

**Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work as a member of a team
- Detail oriented

**Technical:**

*Knowledge of:*

- the FAA Act
- government accounting principles and procedures
- good customer service
- computer systems and applications

**Minimum Required Education and Experience:**

- Associate Degree in Information Technology from a recognized institution
- One year experience in a similar capacity

**Authority To:**

- Access confidential information

**Specific Conditions Associated with the Job:**

- Sedentary, requiring incumbent to perform repetitive tasks over extended periods.
- Required to work beyond normal working hours to meet deadlines