



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

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| JOB TITLE: | Disbursement Officer |
| JOB GRADE: | FMG/PA 1 |
| POST NUMBER: | |
| DIVISION/: | Financial Management Services |
| 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 Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

Job Purpose:

Under the general supervision of the Manager, Accounts Payable & Receivable, the Disbursement Officer is responsible for the verification of payments prior to payments been made, ensuring that the Ministry's policies and procedures are adhered to in accordance with the FAA Act.

Key Outputs:

- Payments to employees, contractors and suppliers verified
- Supporting documents reviewed and verified
- Calculations checked and verified
- Reports prepared

- Database and Records Management Systems maintained
- Annual work plan prepared

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Reviews all accounts receivables, vendor invoices/claims and billing procedures to ensure compliance with accounting guidelines and legitimacy of payables;
- Conducts research of records for contract employees , contractors and suppliers for all payments ensuring they are in accordance with agreed deliverables;
- Researches and investigates questionable data and prepares report on finding for action by senior management;
- Checks and verifies Calculations for payment to employees, contractors and supplies and all supporting documents to ensure accuracy and completeness;
- Reviews staff pension documents, teacher’s tuition refund, gratuity, regarding for teachers, family benefits and staff indebtedness, for accuracy and completion of all documentation for the processing of payments;
- Compiles and prepares working documents into a report identifying and detailing anomalies and errors for action to be taken;
- Maintains database and records management systems for accurate historical , readily accessible and usable information;
- Prepares Annual work plan and interim evaluations;
- Any other duties assigned.

Performance Standards:

- Confidentiality and integrity are exercised;
- Reports are comprehensive and submitted within established time frame;
- Working papers are prepared in accordance with accepted standards;
- Database accurate and up-to-date at all times;
- Reviews of payables are completed within stipulated timeframe.

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

Within the Ministry

| Contact (Title) | Purpose of Communication |
|-------------------------|---------------------------------|
| Staff | Provide and receive information |
| Procurement Manager | Provide and receive information |
| Human Resource Division | Provide and receive information |

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

| Contact (Title) | Purpose of Communication |
|-----------------|--------------------------|
|-----------------|--------------------------|

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|--------------------|---------------------------------|
| Auditor General | Provide and receive information |
| Accountant General | Provide and receive information |
| Suppliers | Provide and receive information |
| Contractors | Provide and receive information |

Required Competencies:

Core:

- Sound analytical skills
- Good problem solving skills
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work in team
- Working knowledge of relevant computer applications
- Attention to details

Technical:

Knowledge of:

- Government financial and accounting systems
- The FAA Act and related regulations and guidelines
- The Education Act
- Relevant computer applications
- Bank Act and regulations

Minimum Required Education and Experience:

- AAT Level 3 **or** ACCA-CAT level 3 **or** ACCA Level 1
With at least two (2) years' experience in Finance and Accounts
Or
- Diploma in Accounting from a recognised University with four (4) years' of experience
Or
- Associate of Science Degree in Accounting , MIND with at least three (3) years' experience
Or
- Certificate in Government Accounting , with at least four (4) years' experience in Finance and Accounts
Or
- Bachelor's degree in Accounting or Management Studies with Accounting from a recognised University with at least two (2) years' experience in Finance and Accounts

Authority To:

- Access confidential files and records

Specific Conditions Associated with the Job:

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