



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

<b>JOB TITLE:</b>	Management Accountant - Capital
<b>JOB GRADE:</b>	FGM/PA 2
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH:</b>	Management Accounts
<b>REPORTS TO:</b>	Director, Management Accounts Branch
<b>MANAGES:</b>	N/A

**Job Purpose:**

Under the direction of the Director, Management Accounts Branch, the Management Accountant - Capital is responsible for compiling all Capital budgets; managing and monitoring the financial activities of the Section relating to all the capital projects in support of the Ministry's Corporate and Annual Operation Plan.

**Key Outputs:**

- Annual Budget, Work and Operational Plans prepared
- Capital project payments authorized
- Annual cash flow prepared
- Warrant allocated
- Statements prepared
- Annual appropriations managed
- Project cheques signed
- Reports prepared

**Key Responsibility Areas:**

**Technical / Professional Responsibilities:**

- Advises the Schools' Maintenance Unit and the Senior Director Property Asset Management and Office Services of the budget call;
- Prepares recurrent budget for maintenance grant;
- Receives and coordinates all the various elements of the budget;
- Prepares Journal for the budget on its approval;
- Prepares annual cash flow according to budgetary allocation and request made during the year;
- Prepares Journal to 'bring warrant received to account';
- Prepares Journal to 'bring cash under the warrant to account' when it is deposited to the relevant account;
- Examines contract vouchers and invoice for payments;
- Updates and authorizes payments;
- Uploads and authorizes electronically the cheques to be drawn;
- Collects cheques for contract retention and contractor's levy where necessary;
- Deposits retention to Contractor's Retention Account;
- Updates cash book with retention payment;
- Examines Contractor's levy Return documents and ensures they are accurately completed with details from the voucher and cheque;
- Attaches the cheque to the Contractor's Levy Return;
- Prepares letter and list of levy payments for transmission to the tax office;
- Ensures receipts for payments are filed with copy of Levy Return on the Contractor's file;
- Ensures the payment for salaries of project officers are reimbursed to general salaries account
- Monitors payment of off - budget projects
- Oversees manual preparation of cheques for all payments of off-budget project;
- Signs and co-signs all cheques for payment of projects;
- Prepares bank reconciliation and updates Cash Book for all off-budget projects;
- Makes bank arrangements with the banks for all projects;
- Prepares and submits statements and reports;
- Safeguards cheques for project all with individual bank accounts;
- Performs any other related duties assign by the Director.

**Performance Standards:**

- Payments for capital projects are authorized within the required time;
- The annual cash flow is prepared and submitted in a timely manner;
- The warrant allocation is prepared and transmitted within two days;
- Requested statements are accurately prepared and submitted within three days;
- The annual appropriation is examined, verified and submitted by the stipulated time;
- Project cheques are signed within the required time frame.

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

**Within the Ministry**

Contact (Title)	Purpose of Communication
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Director of Project Management	Provide information and receive directive
Project Managers	Provide and receive information
Technical Services Director	Provide and receive information
Director Accounts	Collaboration
Project Accountants	Consultation
Human Resource Management & Administration	Provide and receive information
Educational Institutions	Provide and receive information
Agencies	Provide and receive information
Internal Auditors	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>
Commercial Banks	To provide and receive information
Ministry of Finance & the Public Service	To provide and receive information on projects
Auditor General	Provide and receive information
Accountant General Department	Provide and receive information
External Auditors	Provide and obtain 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 ability to motivate and influence others
- 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
- Knowledge of management principles and practices
- Proficiency with relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan)

**Minimum Required Education and Experience:**

- Bachelor's Degree in Accounts or Management Studies with a major in Accounting five (5) years' experience in Finance or Project Accounts at a supervisory level
- OR**
- Certificate in ACCA 2, AAT or CAT
- OR**
- Government Accounting 3
  - Training in Supervisory Management would be an asset
  - Training in Project Management would be an asset

**Authority To:**

- Sign cheques within stipulated limits
- Authorize payments up to stipulated limit
- Order, safeguard and distribute cheques
- Access Ministry's accounts

**Specific Conditions Associated With The Job:**

- Required to possess a reliable Motor Vehicle and a valid Driver's License
- Required to work beyond normal office hours
- Required to travel to external entities at times

