



**MINISTRY OF EDUCATION & YOUTH  
CENTRAL MINISTRY**

**JOB DESCRIPTION & SPECIFICATION**

|                     |                                   |
|---------------------|-----------------------------------|
| <b>JOB TITLE:</b>   | Project Accounting Officer        |
| <b>JOB GRADE:</b>   | FMG/AT 3                          |
| <b>POST NUMBER:</b> |                                   |
| <b>DIVISION:</b>    | Financial Management Services     |
| <b>BRANCH:</b>      | Projects Accounts                 |
| <b>REPORTS TO:</b>  | Senior Project Accounting 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 entire Education portfolio and providing financial management services for the Ministry.

**Job Purpose:**

Under the general supervision of the Director, Accounts, the Project Accounting Officer is responsible for certifying payment vouchers and preparing Journal Vouchers, ensuring monthly salaries for projects are funded and paid and all statutory deductions for project staff are paid.

**Key Outputs:**

- Payments Vouchers certified
- Journal & Commitment Vouchers prepared
- Contractual documents reviewed/certified
- Contractual Certificates certified
- Specially funded cheques prepared

**Key Responsibility Areas:**

### **Technical / Professional Responsibilities:**

- Reviews and certifies contractual supporting documents (i.e. Voucher, invoice, and contracts);
- Prepares Payment and Commitment Vouchers based on bills & invoices received for payments using appropriate codes under the relevant activity and object;
- Prepares Payment Voucher for the release of retention where applicable;
- Ensures information on Vouchers is similar to that keyed to the FinMan System;
- Certifies all payments then submits the file to the authorizing officer;
- Prepares Payment Journal Voucher for adjustments of expenditure and warrants allocations;
- Certifies other Voucher for Capital A projects;
- Prepares cheques for USAID & UNICAF funded projects;
- Reviews Salary Register to ascertain that all payees are included for payments;
- Performs any other related duties assigned by the Director.

### **Performance Standards:**

- All Vouchers are certified according to appropriate codes and within agree timeframe;
- Journal Vouchers prepared and submitted within the given timeframe;
- Cheques for specially funded projects prepared in a timely manner and according to stipulated guidelines
- Thoroughly examine Salary Registers to ensure that payments are made to all the payees.

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

#### **Within the Ministry**

| <b>Contact (Title)</b>       | <b>Purpose of Communication</b> |
|------------------------------|---------------------------------|
| Educational Institutions     | Provide and obtain information  |
| Project Accountants/Managers | 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>      |
|-------------------------------|--------------------------------------|
| Financial Institutions        | For information on project payments  |
| Accountant General Department | To provide and to obtain information |
| MoF&PS                        | To provide and to obtain information |
| Contractor/supplier           | Provide and obtain information       |
| External Auditors             | To provide information               |

### **Required Competencies:**

#### **Core:**

- Demonstrate good interpersonal skills
- Work harmoniously in a team
- Communicate effectively
- Attention to detail

- Good time management & analytic skills
- Ability to work on own initiative

**Technical:**

- Sound knowledge of the FAA Act and other financial regulations and guidelines
- Knowledgeable about Government Procurement guidelines
- Sound knowledge of Government accounting practises and procedures.
- Proficiency with relevant computer systems and applications

**Minimum Required Education and Experience:**

- B.Sc. Degree in Accounting or Management Studies with a major in Accounts  
**OR**
- Government Accounting level 1  
**OR**
- CAT/AAT level 3  
**OR**
- ACCA level 1
- Two (2) years' experience in Finance and Accounts

**Authority To:**

- Access confidential documents/files
- Contact Contractors
- Certify Vouchers & Contractual documents

**Specific Conditions Associated With the Job:**

- Normal office environment
- Required to work beyond normal hours

