



## MINISTRY OF EDUCATION & YOUTH

### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Senior Accounts Payable Officer
<b>JOB GRADE:</b>	FMG/AT 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH:</b>	Payables & Payroll
<b>REPORTS TO:</b>	Manager, Accounts Payable & Receivable
<b>MANAGES:</b>	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 entire education portfolio and providing financial management services for the Ministry.

#### **Job Purpose:**

Under the direction of the Manager, Accounts Payables/Receivables, the Senior Accounts Payable Officer is responsible for supervising/ certifying the payment and receivables process, ensuring that all payments are legal, proper and correct in accordance with the Financial Administration and Audit Act and the Ministry's policies and procedures; the incumbent is also responsible to ensure documents are properly filed and safeguarded.

#### **Key Outputs:**

- Payment vouchers and bills certified
- Receivables checked and certified
- Lodgement checked and certified
- Cash book verified

- Cheque numbers verified
- FINMAN Payments verified
- Human Resources managed

### **Key Responsibility Areas:**

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

- Examines bills and payment vouchers presented for payment to ensure compliance with procurement and financial regulations, especially the provisions of the FAA Act and all other relevant legislation and statutory requirements;
- Ensures the Payment Vouchers, Purchase Orders and invoices are all correct and are duly endorsed with the relevant signatures;
- Certifies payment vouchers, receipts and lodgements manually and on the FINMAN System ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Checks that all payments are made in accordance with appropriate accounting standards and file;
- Checks and verifies numbers on counters of cheques signing machine against the Register;
- Ensures Purchase Orders are properly prepared and are zero rated;
- Ensures cheques are disbursed according to the established policies and procedures;
- Directs and manages Collections Officer operations and checks off on collections;
- Ensures all collections are properly receipted, recorded and lodged;
- Certifies Cash Book on a daily basis, ensuring all processes and policies are adhered to;
- Verify that Lodgements made against collections are reconciled, and that all lodgements are made in accordance with the FAA Act;
- Ensures all payments are properly coded to the relevant activity, object and sub-objects
- Records cancelled cheques in the Cancelled Cheque Register and submits to the Final Accounts Unit;
- Ensures all relevant information from cheques are noted and paid stamp are affixed to payment; vouchers and all documents are properly filed, stored and safeguarded for quick and easy retrieval
- Any other duties assigned.

#### **Management and Administrative Responsibilities:**

- Provides leadership, support and guidance to all staff to ensure that the Section is effectively supervised;
- Plans, coordinates and manages all the activities of the functional areas;
- Ensures staff is aware of and operates in accordance with all relevant laws, policies and procedures;
- Maintains effective working relations with external and internal stakeholders, by ensuring that the Section provides a consistently high level of service.

#### **Human Resource Management Responsibilities:**

- Participates in the Recruitment and selection of staff for the Section;
- Conducts periodical reviews of supervisees in accordance with Work Plans;
- Completes performance assessments and recommends appropriate training and development programmes as necessary;

- Initiates and participates in disciplinary proceedings relating to staff members within the Section and implements corrective measures;
- Recommends vacation leave and approves departmental/sick leave for staff in the Section;
- Performs any other related duties assigned by the Manager.

**Performance Standards:**

- All cheques are disbursed within the stipulated timeframe and in accordance with departmental standards;
- Lodgements are made as stipulated in the FAA Act;
- The directive is given for data from the payment voucher to be keyed to the FINMAN System as soon as the voucher is checked;
- The Cheque Register is updated as soon as a cheque is prepared;
- Checks off on collections on a daily basis;
- The Cash Book prepared on a daily basis;
- Human Resource policies and guidelines are administered equitably without discrimination.

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

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Program Managers	Provide and receive information
Procurement Manager	Provide and receive information
Internal Audit	Provide information

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Auditor General	Consultation
Accountant General	Consultation
Suppliers	Liaise
Contractors	Clarification of documents
External Audit	Provide information

**Required Competencies:**

**Core:**

*Ability to:*

- Plan and organize
- Apply accurately the provisions of the relevant Acts, rules and regulations
- Demonstrate good interpersonal and human skills
- Work harmoniously in a team
- Communicate effectively
- 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** With three (3) years' experience in With at least two (2) years' experience in Finance and Accounts

**Or**

- Bachelor's degree in Accounting or Management Studies with Accounting from a recognised University  
With three (3) years' experience in With at least two (2) years' experience in Finance and Accounts

**Authority To:**

- Certify payment vouchers within stipulated limits
- Safeguard blank cheques
- Access to confidential information
- Approve departmental and sick leave, recommend vacation leave
- Identify staff training & developmental needs

**Specific Conditions Associated with the Job:**

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