

MINISTRY OF EDUCATION
NATIONAL PARENTING COMMISSION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accounting Technician (x2)
JOB GRADE:	(to be determined)
POST NUMBER:	
DIVISION:	Corporate Services
BRANCH/SECTION:	Finance Branch
REPORTS TO:	Financial Controller
MANAGES:	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

Job Purpose

Under the direction of the Financial Controller, the Accounting Technician is responsible for providing financial and accounting support services, including, collation of financial information, processing and verifying financial transactions; reconciling cash and accounts balances; creating and maintaining financial and accounting files and records; and assisting in the preparation of the annual budget and financial reports to facilitate the NPSC in meeting its objectives.

Key Outputs:

- Financial/accounting data compiled/analysed
- Invoices/payroll/vouchers/purchase orders processed
- Financial/accounting information verified
- Files/records created/organized/maintained
- Cash/accounts balances reconciled
- Expenditure monitored
- Statutory returns completed/submitted
- Procedures/guidelines/standards adhered to
- Enquiries handled and issues resolved

Key Responsibility Areas:

Technical / Professional Responsibilities

1. Analyses and compiles data/information of an accounting and/or financial nature for the purpose of preparing projections, financial statements, budgets, reports and recommendations, for review and action.
2. Processes a variety of accounting information (e.g. invoices, receivables, payroll, purchase orders, etc.) for the purpose of completing financial transactions to ensure timely submissions and settlement.
3. Verifies financial and accounting information and/or documentation (e.g. requisitions, billings, policies, etc.) for the purpose of reconciling discrepancies and ensuring accuracy and compliance with accounting requirements.
4. Reconciles cash and/or account balances for the purpose of maintaining accurate balances and complying with accounting systems.
5. Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems, for the purpose of ensuring comprehensive and accurate data, compliance with relevant policies and generally accepted principles of accounting.

6. Assists in maintaining documentation for budget , grant reports and special projects
7. Monitors fund balances and day-to-day expenditures for the purpose of ensuring that allocations are accurate, expenditure is within budget and in accordance with policies and procedures.
8. Collaborates and supports the Financial Controller in ensuring the achievement of divisional and programme goals and objectives.
9. Assists the Financial Controller and divisional managers in the development and revision of the corporate and divisional budgets.
10. Completes and submits for approval tax returns and statutory contributions in keeping with statutory requirements.
11. Responds to enquiries from staff, vendors, contractors, government agencies and other stakeholders, for the purpose of resolving issues, providing information and assisting in interpreting and following proper accounting procedures.
12. Assists in training other staff in complying with proper accounting procedures, rules and regulations

Other

13. Required to perform other related responsibilities that may be assigned from time to time

Performance Standards:

- Accounting and financial data are complete and accurate, submitted in a timely manner; and resulting recommendations sound.
- Financial information and transactions are reviewed, verified and expedited in a timely manner in conformity with established policies, procedures.
- Cash and account balances are reconciled within prescribed timeframes and balances verified
- Files and records are created, organized, maintained and updated so as to ensure comprehensive and accurate data; compliance with relevant policies and generally accepted principles of accounting; and an audit trail.
- Expenditure monitored for the purpose of ensuring that they are within budget and in accordance with established policies, procedures and guidelines.
- Statutory returns are accurate and complete, and prepared and submitted as per schedule
- Proactive, effective and timely assistance is provided in responding to queries, resolving issues and providing information.

- Confidentiality of information garnered is maintained

Internal and External Contacts (specify purpose of significant contacts:

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
NPSC Staff (HO, Regional)	To provide/request information
Executive/Senior Management	To provide/request information
Procurement staff	Re procurement/payment related matters

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

Contact (Title)	Purpose of Communication
Ministry of Education	To provide/request information
Donor Agencies & Stakeholders; Banks; Auditors	To provide/request information
Suppliers	Re procurement/payment related issues

Required Competencies:

Core

- Effective verbal and written communication skills
- Excellent organizing, analytical, time management and problem solving skills
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work.
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to work independently without close supervision
- High level of accuracy and attention to detail
- Willingness to assume significant responsibility, ownership and accountability

Technical

- Knowledge of National Parenting Support Commission Act, 2012; National Parenting Policy; Jamaica Child Care and Protection Act, 2004
- Sound knowledge of the FAA Act
- Sound knowledge of the PBMA Act
- Knowledge of accounting principles, procedures and practices

- Ability to set up and maintain database files to create spreadsheets and other related forms and documents.
- Ability to set up and accurately maintain accounting and financial records
- Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management.

Minimum Required Education and Experience

- AAT Level 3 Diploma in Accounting or equivalent
- OR**
- Associate Degree in Accounting or related discipline from an accredited institution
 - Three (3) years' experience working in the accounts or finance field, performing a wide range of technical accounting functions.

Authority to:

- Verify information relating to financial transactions
- Identify discrepancies and errors and take corrective action
- Interpret and provide advice on accounting policies, procedures and guidelines

Specific Conditions associated with the job:

- May be required to work beyond normal working hours at times in order to meet deadlines

Validation of Job Description

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