

OFFICE OF THE PUBLIC DEFENDER
"A Voice of the 'Voiceless... To Loose the Chains of Injustice'"

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accounts Receivables/Payables Officer
JOB GRADE:	FMG/AT 2
POST NUMBER:	257399
UNIT:	Accounts Unit
REPORTS To:	Manager, Finance and Accounts

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

Supervisor

Date

Public Defender

Date

Office of the Public Defender
JOB PURPOSE

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Under the direct supervision of the Manager, Finance and Accounts, the incumbent is responsible for the commitment and inserting of all financial transactions as per the FAA Act Instructions.

KEY OUTPUTS

- Prepare and sign all Payment vouchers, Commitment Vouchers, Purchase Orders, Journal vouchers, Warrant Vouchers, Vote Vouchers, Stamp Imprest and Petty Cash Vouchers with proper supporting and authorizing documents to ensure accurate and timely payments.
- File all Payment vouchers, Commitment vouchers, Purchase Orders.
- Stamp all payment Vouchers "PAID" as per FAA Act Instructions.
- Check bills, travel claims, invoices to ensure validity and accuracy for payment.
- Prepare and file monthly all GCT and WTSS upon receipt of an invoice.
- Issue and maintain Petty Cash.
- Prepare monthly and fortnight Payroll for the Recurrent and Statutory and submit for check-off.
- Prepare and upload to TAJ portal monthly Statutory returns (SOI) and annual Statutory return (S02).
- Prepare NIS and NHT verification letters upon request.
- Prepare salary computation and submit for certification.
- Clear all advances and return the funds in the undischarged commitment.
- Prepare monthly statutory and salary deduction for check-off.
- Prepare receipts for cash collected.
- Prepare Lodgements receipt and make deposit to the AGD Miscellaneous Bank Account.
- Maintain Utilities, Travel, Salary Deduction, Rent and Fixed Asset Register
- Purchase Stamps at the Post Office for the Kingston and Regional Offices.
- Assist with the responses to an Audit Query.
- Prepare Board of Survey document for the boarding of non-functional items.

REQUIRED SKILLS & COMPETENCIES

1. Excellent leadership and teambuilding skills,
2. Excellent planning and organizing skills.
3. Excellent analytical and problem-solving skills.
4. Excellent interpersonal, oral, and written communication skills.
5. High ethical conduct and demonstrated integrity and diplomacy with strong customer service orientation.
6. Ability to maintain courteous, professional relations with internal and external customers.
7. Ability to display, high degree of tact, confidentiality, and integrity.
8. Ability to efficiently organize work; respond quickly to requests, meet deadlines and work well under pressure
9. Ability to take responsibility and utilize good judgment and initiative.
10. Computer literacy with strong technical (computing) skills, research, and information-gathering skills.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate in Accounting or Management or Business Administration from a recognized institution.

OR

- CAT or AAT Certification respectively or any equivalent accounting/management professional qualification.

OR

Government Accounting Level 1 from MIND, with at least one (1) year of experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions; however, there can be unscheduled working hours.