



CIVIL SERVICE OF JAMAICA

MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY

Job Description and Specification

JOB TITLE:	Payment Officer
JOB GRADE:	FMG/AT 2
POST #:	50638
DIVISION:	Finance and Accounts
REPORTS TO:	Payment Supervisor
MANAGES:	N/A

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW

Employee

Date

Manager/Supervisor

Date

Head of Division

Date

Date received in Human Resource Division

Date created/revised

JOB PUPOSE

Under the general direction of the Payment Supervisor, the incumbent is responsible for the preparation of payment vouchers and the maintenance of registers for externally funded agency projects and the Ministry.

KEY OUTPUTS

- Foreign exchange and credit card payments, petty cash reimbursement and foreign exchange request prepared and inserted on web portal
- Commitments cleared to generate payment vouchers
- Utility matrix
- Bills prepared and distributed for payment
- Memorandum, utility, contract, travel claim and rent registers properly maintained

JOB RESPONSIBILITIES

- Prepares payment vouchers.
- Prepares and inserts foreign exchange and credit card payments, petty cash reimbursement and foreign exchange request on web portal.
- Receives invoices, claims, bills etc. and clears commitment to generate payment vouchers ensuring the correctness of details regarding:-
 - Payee
 - Amounts payable
 - Account codes
 - Purpose or description of payment
 - Authority or file reference
- Prepares utility matrix on a monthly basis.
- Distributes and prepares Digicel and Lime bills for payment.
- Relieves Cashier daily.
- Maintains the following registers:-
 - Utility (Lime, Digicel, cable & internet)
 - Rent
 - Contract
 - Travel claim

INTERNAL AND EXTERNAL CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Payment Supervisor	Receiving directives and reporting problems
Financial Systems Manager	For assistance with any problems which may arise with the accounting system - Fin Man

Procurement Committee	To secure appropriate approval to support purchase request
Internal Audit	To locate and research payment records upon request

External

<i>Contact</i>	<i>Purpose</i>
Vendors/Suppliers	Clarification on invoices/bills
Customers	Collection of fees

PERFORMANCE STANDARDS

- Level of accuracy in vouchers prepared
- Level of accuracy in memorandum registers maintained
- Number of vouchers prepared per man-hour
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest

Core	Level	Functional	Level
Oral communication	2	Analytical thinking	3
Written communication	2	Problem solving and decision making	3
Customer and quality focus	2	Initiative	3
Team work and cooperation	2	Planning and organizing	2
Integrity	4	Goal/result oriented	2
Compliance	2	Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office Suite)	1
Interpersonal skills	2	<ul style="list-style-type: none"> • Knowledge of Staff Orders for the 	

Core	Level	Functional	Level
Change management	1	Public Service and Public Service Regulations <ul style="list-style-type: none"> • Ability to manage limited resources in order to achieve outputs. • Knowledge of FAA Act, and acts related to Statutory Bodies, and Government Companies.- 	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- AAT level 2 **or**;
- ACCA-CAT Level 2 **or**;
- Certificate in Accounting from a recognized University
- Completion of second year B.Sc. in Accounting or Management Studies at a recognized University **or**;
- A. Sc. in Accounting, MIND **or**;
- Government Accounting 2;
- Two (2) years' experience in Government Accounting Procedures

SPECIAL CONDITIONS WITH THIS JOB

- Normal working conditions
- May be required to work beyond normal working hours

AUTHORITY

- None