

**JOB DESCRIPTION**

*This Job Description is subject to review and change according to the exigencies of the service and will therefore require updating from time to time. Staff are expected to perform such reasonable activities as instructed by their managers and supervisors at all times, irrespective of the inclusion, or not, of an express clause in this job description. Job descriptions are intended to be used as a guide and should therefore be seen as an instrument to enhance service delivery.*

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|----------------------|------------------------------|
| Job title:           | <b>Accounting Technician</b> |
| Job grade:           | FMG/AT 3                     |
| Department:          | Finance and Accounts         |
| Reports to:          | Accountant                   |
| Directly supervises: | None                         |

**JOB PURPOSE**

Reporting to the Accountant, the incumbent is responsible to administer the preparation of salaries and other disbursements in accordance with the relevant acts and guidelines.

**PERFORMANCE INDICATORS**

- Monthly and fortnightly payrolls are prepared within established deadlines and quality standards are consistently met;
- Salary Journals, Payment vouchers and cheques are prepared within stipulated time;
- Payroll files and binders are maintained.

**MAIN DUTIES AND RESPONSIBILITIES**

- Prepares monthly and fortnightly payrolls;
- Prepares salaries journals, payment vouchers and pre-list and obtaining relevant officer's signature;
- Prepares vacation leave and gratuity computation;
- Prepares P45, P24 and other related reports as required;
- Prepares and reconciles salaries journal;
- Prepares information for Ministry of Finance and the Public Service (MOF);
- Prepares Payroll Spreadsheets for Payment Vouchers;
- Checks and process overtime, supper, mileage, taxi, refreshments and subsistence;

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## MAIN DUTIES AND RESPONSIBILITIES (cont'd)

- Checks and process all payments to accounting software (**ACPACC**);
- Checks and maintain all information on **MYHR+ System** to ensure that it reflects the contracts; submitted from the HR Department.
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Maintains payroll deduction binders and files payroll and all other related correspondence
- Maintains employee earning records;
- Maintains and balances the “On and Off” Salary Control Register for each payroll run:
- Maintains and organizes accounting records; files and maintains in a manner where records are easily retrieve;
- Enters and maintains all relevant information electronically and manually in connection with payment of salaries on the Payroll System, such as :-
- Salary particulars for employees- Appointment dates, post centre, salary scale, present salary and notes re acting assignment, promotions, transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption.
- Assist with the auditing of the PBCJ’s records by internal/external Auditor by:
  - Provides Auditors with the necessary information required
  - Provides timely and satisfactory answers to audit observations and queries
- Assist in the preparation of the Annual Budget;
- Assist in the on-the-job training for staff in the section.
- Reconciles payroll taxes to ensure that correct amounts are paid over to Inland Revenue Department;
- Ensures SO1 is filed on a timely basis;
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures overpayment of salaries are promptly recovered;
- Ensures that annual returns such as (Income Tax, NIS, NHT and SO2) are submitted after the end of the year;
- Ensures that all Salary Payable Accounts are reconciled prior to disbursement of cheques;
- Ensures adequate controls for the proper maintenance of all salary and related records;

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- Administers the Monthly Payroll for temporary staff in the Ministry and as well as externally funded project staff;
- Requests information from the Agencies for the preparation and submit Statutory Payments to the Accountant General's Department and the Ministry of Finance and the Public Service;
- Provides NHT contribution and Income tax upon requests
- Computes and administers salary deductions in a timely manner;

## JOB DIMENSIONS (authority, scope and impact of job)

- No staff responsibility.

## REQUIRED COMPETENCIES (knowledge, skill and experience)

- Excellent oral and written communication skills
- Ability to use own initiative
- Good interpersonal and customer service skills
- Good Customer and Quality Focus
- Good time management skills
- Good analytical and problem solving skills
- Proficiency in the relevant computer applications
- Good team work and Cooperation
- High level of integrity and confidentiality

## REQUIRED COMPETENCIES (Technical)

- Sound Knowledge of Government Accounting procedures
- Working knowledge and experience in **ACCPAC**
- Working knowledge and experience in **MyHR+**
- Sound Knowledge Financial Administration and Audit (FAA) Act
- Sound Knowledge of general accounting principles and practices
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of Microsoft Office applications

## MINIMUM REQUIREMENT (Education and Experience)

- AAT Level 2 [or](#) ACCA-CAT Level B/Level 2: [or](#)
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University; [or](#)

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- Completion of second year in BSc. Degree in Accounting/Management Studies with Accounting [or](#) BBA at an accredited University; [or](#) ASc. Degree in Business Studies/Business Administration/Management Studies; ASc. Degree in Accounting from Management Institute of National Development (MIND); [or](#)
- Certificate in Government Accounting Level 2

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| VALIDATION |
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This job description was prepared by \_\_\_\_\_(name) on\_\_\_\_\_ (date)

This job description validated as an accurate and true description of the job when the CEO signs below.

I have validated this job description \_\_\_\_\_(signed, CEO) on\_\_\_\_\_ (date)