Child Protection and Family Services Agency
Ministry of Education, Youth & Information

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	Final Accounts Officer
JOB GRADE	8
POST NUMBER	1
DIVISION	Financial Management, Accounting Services
REPORTS TO	Financial Reporting Manager
DIRECT REPORTS	Receivables Officer Cashier

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**

STRATEGIC OBJECTIVE OF THE DIVISION

To implement performance and financial reporting, risk management, and cash flow tools, along with efficient records, administrative systems and procurement processes, to ensure optimal resource use in compliance with regulations and policies

JOB PURPOSE

Under the leadership and direction of the Manager Financial Reporting, the Final Accountant is responsible for preparing Bank Reconciliation Statements, Prepare Financial Reports to MOF and related subjects that accords with the stipulation of the FAA Act and Instructions as well as accepted Accounting Standards. Prepare Monthly Payables and Receivables Journals and maintain the Accruals and Prepayments processes.

KEY OUTPUTS

- Financial analysis and final accounts for the various regions (Recurrent/Capital) prepared
- Financial/Final Accounts and Statements prepared and reported to MOF
- Bank Reconciliation statements Prepared
- Monthly Accruals & Prepayment Journals prepared
- Maintaining of the Prepayments and Accruals General Ledger
- Monthly General Ledger Reconciliations

JOB RESPONSIBILITIES

1. Prepares the monthly/quarterly/yearly financial analysis and final accounts of the Agency and its regions, to consist of the following accounts; Recurrent, Loan and Deposits
2. Monitors that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgments, Payments, Depreciation Provisions, Other Provisions etc. are accurately and properly brought to account in the period to which they relate.
3. Ensures that Original Estimates and Supplementary Estimates are properly brought into account under the relevant GL Accounts
4. Monitors all journal vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;
5. Checks and takes steps for all manual cheques and cheque cancellations to be brought into account;
6. Checks and takes steps for all warrant issues, warrant transfers, warrant adjustments, and cash advances to be brought to account under the relevant accounts;
7. Designs and implements mechanisms to facilitate the checking of the following statements for accuracy and completeness in respect of all head office and regions, i.e. management accounts and final accounts;
8. Analyses financial statements for accuracy and completeness in respect of all budget.
9. Corroborates financial and accounting information/datasets from regions all funds collected and ensure integration in the FMAS financial systems.

10. Resolves errors found in any of the financial and management accounts documents stated and bring to the attention of the Manager Financial Reporting;
11. Generates financial statements and reports for the review of the Manager Financial Reporting before final submission to the Ministry of Finance and the Public Service
12. Signs all relevant financial statements in respect of closed period for all heads then submit
13. Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Reporting) to determine what new solutions and implementations will meet MOJ business/operational requirements.

PERFORMANCE CRITERIA

- Financial analysis and final accounts for the Agency and prepared in accordance with established guidelines and timeframes;
- Financial/Final Accounts and Statements prepared and reported are comprehensive, accurate and accords with agreed timeframes;
- Technical advice and recommendation provided evidence-based and timely;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Timely Financia Reports to MOF
- Monitoring the General Ledger to ensure accuracy
- Maintain Prepayment and Accruals

QUALIFICATION & EXPERIENCE

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- • ACCA Level 2 or;
- • NVQJ Level 5, Accounting or;
- • ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- • Four (4) years' Accounting experience in private or public sector at an intermediate level.
- Associates Degree in Accounting or AAT Certification
- MIND or Government Accounting Level 2, Modules 1-5
- Minimum of two (2) years' related experience
- Experience in the Government sector would be an asset

Or

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- Basic knowledge of the FAA act and instructions
- Basic knowledge of financial and accounting principles and practices
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis
- Familiarity with procedures, policies and legislation governing the machinery of government
- Good knowledge of relevant computer software applications
- Integrity and honesty
- Sound customer relations skills
- Good oral and written communication skills
- Must be dependable, courteous and a team player
- Good time management skills - ability to multi-task, and to work under pressure

WORK RELATIONSHIPS

Internally	Externally
All Division Heads; Divisional & Regional Managers/Co-ordinators	Stakeholders (UNICEF and other donors)
Parish Managers	Debtors
Facility Managers	

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work outside normal working hours as necessary to process high transaction volumes and meet critical deadlines