

**Child Protection and Family Services Agency
Ministry of Education, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Payables Supervisor
JOB GRADE	Level 8
POST NUMBER	
DIVISION	Finance & Accounting
REPORTS TO	Manager, Financial Reporting
DIRECT REPORTS	Accounting Technician, Payables

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 provide the necessary and appropriate management and leadership of the finances and technological systems to ensure the achievement of the Agency's strategic objectives.

JOB PURPOSE

To ensure the validity, accuracy and authenticity of all bills, claims, invoices submitted and authorized for payment; process payments and process all GCT certificates, and ensure that the tasks are executed in accordance with FAA Act, FAA instructions, Government Accounting Policies and Procedures and Statutory requirements.

KEY OUTPUTS

- Payments prepared
- GCT certificates prepared
- Audit schedules prepared
- Journal vouchers prepared
- Assigned financial reports prepared
- Performance appraisals completed

JOB RESPONSIBILITIES

1. Check the unposted report presented to identify exceptions and ensure that corrections in supplier's invoices are made (checks for data accuracy, compliance with statutory requirements, accurate coding, and validity of claims for grants and special grants)
2. Post payments once all corrections are entered
3. Compute extraordinary payments e.g. retroactive rent
4. Check utility bills and liaise with the MoFP for payment and liaise with utility companies to submit payment details
5. Liaise with the Accountant General to receive cash in house to make payments (excepting payroll) and review the bank account daily to ensure that funds requested are received
6. Ensure that due care and appropriate checks are applied to all processing in order to reduce the risk of errors, including duplicate payments.
7. Handle internal and external accounts payable inquiries.
8. Ensure maintenance of accounts payable files and records.
9. Prepare journal vouchers as required
10. Assist with the preparation of Audit schedules.
11. Assist in the collation of financial data and in the preparation of ad hoc reports
12. Ensure that GCT certificates are generated and proper records maintained

13. Ensure that GCT is filed within established deadlines
14. Complete Performance Appraisals for direct reports
15. Perform any other duties that may be assigned from time to time

PERFORMANCE CRITERIA

- Payments prepared accurately and within established deadlines
- GCT certificates prepared accurately and within established deadlines
- GCT filed within established deadlines
- Audit schedules prepared accurately and within established deadlines
- Journal vouchers prepared accurately, with required signatures and within established deadlines
- Assigned financial reports prepared accurately and within established deadlines
- Key deliverables are produced within agreed timeframes and to required standards
- Confidentiality and integrity are maintained

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Posts entries to the Accounting System
- Post journals to the Accounting System
- Approve imprest payments in excess of the established limit for imprest holders
- Access confidential information

QUALIFICATION & EXPERIENCE

- ACCA Level 1 /B.Sc. in Management Studies or Accounting
- Successful completion of Government Accounting Level 3
- Minimum of four (4) years' experience in the Accounting field

OR

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- Knowledge of FAA Act, FAA instructions, Government Accounting Policies and Procedures and Statutory requirements.
- Knowledge of the Executive Agencies Act
- Good knowledge of financial and accounting principles and practices
- Must display high level of integrity and professionalism
- Must have a keen eye for details
- Sound working knowledge of Microsoft Office Suite, especially Microsoft Excel and Word

- Excellent knowledge of the relevant accounting package and working knowledge of the payroll accounting package
- Excellent time management skills and ability to meet deadlines
- Good communication skills
- Good team and interpersonal skills
- Good analytical skills
- Good organizational skills and ability to prioritise work

WORK RELATIONSHIPS

Internally

Employees

Supervisors/Managers

Externally

Suppliers

Tax Administration Department

Foster parents

Private homes

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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