



**NATIONAL EDUCATION TRUST (NET)**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Accounts Officer</b>
<b>JOB GRADE:</b>	<b>Level 4</b>
<b>POST NUMBER:</b>	
<b>DIVISION/Section:</b>	<b>Finance &amp; Accounts</b>
<b>REPORTS TO:</b>	<b>Accounts &amp; Finance Manager</b>
<b>MANAGES DIRECTLY:</b>	<b>N/A</b>

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

\_\_\_\_\_  
Human Resource Division MoEY/NET \_\_\_\_\_  
Date

## **STRATEGIC OBJECTIVES OF THE UNIT**

To provide financial, investment, accounting and procurement services in accordance with the Government of Jamaica (GoJ) regulations and procedures as required.

## **JOB PURPOSE**

To provide support in the administration of the financial affairs of NET through the provision of accurate, timely and reliable accounting information and records in adherence with established GoJ financial and accounting guidelines and generally accepted accounting standards.

## **KEY OUTPUTS**

- Accounting and financial files and records maintained
- Bank accounts reconciled
- Books of accounts maintained
- Payments made to relevant agencies
- Response provided to audit queries
- Fixed Assets Register maintained
- Individual Work Plan

## **KEY AREAS OF RESPONSIBILITY**

### **Technical/Professional Responsibilities**

- Maintains sub-ledgers and statistical records ensuring they are kept current and reconciled with the General Ledger.
- Participates in determining the cash flow requirements of NET, reviews and closely monitors inflows of internal receipts against budgetary target; reporting any expected/project shortfalls and adjusting cash flow projections to the Accounts and Finance Manager.
- Prepares assigned financial statements and financial reports for review and analysis by the Accounts and Finance Manager

- Assists with coordinating the preparation for external auditors; conduct research and participates in the preparing of responses to queries and implementing recommendations from internal and external auditors.
- Manages accounts payable transactions; ensures that suppliers' credit is properly utilized and reasonable credit terms are obtained.
- Liaises with the Accountant General's Department on accounts payable matters; follows up to ensure creditors' payments are made on time and statutory deductions are remitted to the relevant authorities within stipulated timeframe to ensure compliance with all regulations by NET.
- Prepares journals and other adjusting entries to the financial accounts.
- Ensures that the assets and liabilities of the Bank are properly recorded and maintenance of the fixed assets register.
- Prepare bank reconciliation for all bank accounts.
- Prepares monthly expenditure statements and ensures that expenditure conforms to budgetary limits.
- Individual Work plan prepared

### **Other**

- Undertakes any other related duties assigned by the Accounts and Finance Manager within the scope of the job.

### **PERFORMANCE STANDARDS**

- Payments to contractors and suppliers are accurate and timely.
- Salary payments are accurate, timely and appropriate statutory deductions made as scheduled.
- Financial and accounting files and records are up-to-date and accurately maintained.
- Bank accounts accurately reconciled on a monthly basis.
- Professionalism is consistently demonstrated in the performance of duties
- Established targets are consistently achieved.

- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

**Internal and External Contacts (specify purpose of significant contacts)**

**Within the National Education Trust and the Ministry of Education & Youth**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Unit Team members	Information sharing on bills to be paid, cash flow projections, preparation of procurement plan
Infrastructure Management	Exchange of information re verification of and time-frame for payments, cash flow and budget preparation.

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Banks	Conducting banking transactions
Ministry of Finance & the Public Service	Exchange of information
Contractors/consultants	Exchange of information
Suppliers	Exchange of information
Auditor General/External Auditors	Provision of information

**REQUIRED KEY COMPETENCIES**

**Core**

- Ability to demonstrate integrity, confidentiality and professionalism
- Ability to communicate effectively orally and in writing
- Excellent interpersonal skills with the ability to work well in teams
- Sound analytical skills with ability to demonstrate initiative and judgment

- Excellent planning and organizing skills with the ability to work under pressure and meet deadlines
- Proficiency in the use of Microsoft Suite and other relevant computer applications

### **Technical**

- Sound knowledge of the FAA and PBMA Acts and related regulations
- Sound knowledge of Government financial and accounting systems
- Sound knowledge of financial planning, analysis and reporting
- Knowledge of relevant Acts governing the operations of NET
- Knowledge of Government procurement and contract administration law, rules and regulations.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Accounting, Business/Management Studies majoring in Finance/Accounts or equivalent qualifications or professional designation such as ACCA Level 11.
- At least two (2) years' experience in Accounting.

### **AUTHORITY**

- To review and verify payment voucher and commitment forms
- To recommend payments within stipulated limits

### **SPECIAL CONDITIONS**

- Required to work beyond normal working hours at times to meet deadlines