

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: ACCOUNTANT

JOB CODE: T0001

DATE REVISED: 2010-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: CHIEF ACCOUNTANT

RECEIVES FUNCTIONAL DIRECTIONS FROM: CHIEF ACCOUNTANT

SUPERVISION GIVEN TO:

DIRECTLY: STAFF OF THE ACCOUNTS UNIT

INDIRECTLY:

LIAISES WITH:

INTERNALLY: CHIEF ACCOUNTANT, PRINCIPAL ASSISTANT SECRETARY(F) STAFF OF THE ACCOUNTING UNIT

EXTERNALLY:

PURPOSE: To carry out and manage one or more aspects of accounting work within a central accounting unit or a sub-accounting unit in a Ministry/Department/Region.

KEY OUTPUTS:

- Maintained financial records, statements and balanced accounts, reconciliations, paid accounts.

PERFORMANCE CRITERIA:

- Finalized, accurate and timely financial statements and records.
- Properly balanced accounts and reconciliations.
- Efficient supervision of departments under his/her control.

DUTIES AND RESPONSIBILITIES:

- To supervise one or all of the following sections in the Accounts unit i.e. receipts and payments, examination and preparation, reconciliation and final accounts, voting accounting and salaries to ensure efficiency, accuracy and a sustained high level of performance from the accounting staff.
- To assist the Chief Accountant in the maintenance of accounting records on a daily and long term basis to ensure that the records are up to date at all times.
- To examine the accounting procedures and systems to ensure that sound financial principles, policies and control are complied with.
- To carefully examine the revenue and expenditure accounts so as to ensure that all entries are accurate and up-to-date.
- To ensure that deadlines are kept by the Unit and that all periodic and financial reports and records are submitted on time.
- To prepare financial accounting statements and reports, and respond to audit queries in a timely manner in order to assist the verification process.
- To check and certify transactions in the cash register and bank drafts and write up petty cash register to reflect accurate transactions.
- To identify training needs for subordinates to ensure a high level of performance.
- To perform any other related duties for the smooth functioning of the unit.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

COMMUNICATIONS: He/she communicates with the Chief Accountant, Principal Assistant Secretary (Finance) as well as other staff within the Accounts Unit, the rest of the ministry/department/region and officers in other ministries.

WORKING CONDITIONS: It includes extensive periods of concentration in the preparation of financial statements

THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:

INCUMBENT:

SIGNATURE _____ NAME _____ DATE _____

SUPERVISOR:

SIGNATURE _____ NAME _____ DATE _____

CERTIFIED CORRECT:

SIGNATURE _____ NAME _____ DATE _____

APPROVED:

SIGNATURE _____ NAME _____ DATE _____

COUNTERSIGNED:

SIGNATURE _____ NAME _____ DATE _____