

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: ACCOUNTS CLERK

JOB CODE: T0004

DATE REVISED: 2010-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: ACCOUNTANT

RECEIVES FUNCTIONAL DIRECTIONS FROM: ACCOUNTANT

SUPERVISION GIVEN TO:
DIRECTLY:
INDIRECTLY:

LIAISES WITH:
INTERNALLY: ALL MEMBERS OF STAFF
EXTERNALLY: MEMBERS OF THE PUBLIC

PURPOSE: To conduct financial duties in accordance with the Financial Regulations and Audit Act.

KEY OUTPUTS:

- Prompt and accurate payments.
- Proper record keeping of Accounts.

PERFORMANCE CRITERIA:

- Accurate and timely payments and cash book statements.
- Honesty and confidentiality in the discharge of all financial duties.
- Accurate and up-to-date records of Accounts.

DUTIES AND RESPONSIBILITIES:

- To prepare salaries and pay slips in order to ensure accurate and timely payments.
- To write up cash-books daily to ensure all monies collected and expended are properly accounted for.
- To maintain Ordinary Cash Imprest to facilitate incidental purchases.
- To record, update and compile returns of unused receipts, cheques and deposit books daily to facilitate audit checks and improve accountability
- To maintain and reconcile Advances, Deposits and Loan Accounts to ensure proper accountability.
- To prepare payment vouchers where necessary to effect payments in a timely manner.
- To maintain all Accounting Registers to ensure it reflects all accurate transactions.
- To update stock book to ensure that all stocks are accounted for and to facilitate stock verification.
- To record all cheques collected to facilitate reconciliation.
- To maintain revenue accounts to ensure that all revenues are accounted for.
- To prepare bank drafts and petty contracts to ensure payments are effected in a timely manner.
- To perform any other related duties for the smooth functioning of the unit.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- G.C.E. 'O' Level or C.X.C. passes in four (4) subjects including English Language and either Mathematics or Principles of Accounts.

OR

- Any of the following:
 - (i) Ordinary Diploma in Commerce (GTI).
 - (ii) Ordinary Certificate in Commerce (GTI).
 - (iii) Certificate of the Institute of Book Keepers.
 - (iv) The London Chamber of Commerce with passes in English Language (Higher) and Book Keeping (Intermediate) and any three (3) of the following subjects at Intermediate Stage,
 - Business Statistics
 - Costing
 - Economics
 - Mathematics
 - Structure of Commerce

OR

- A Certificate in Industrial Relations and Social Studies (CLC).

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decision making is minimal, all decisions are made by Supervisor. Impact on result can be measured by prompt payments and properly kept Accounting Records.

RESOURCE MANAGEMENT:

- The job holder is not a Supervisor nor a budget holder, but he/she is responsible for the records in his/her possession.

COMMUNICATIONS: The job holder must be able to communicate effectively with all levels of staff and the General Public.

WORKING CONDITIONS: Normal office environment.

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 _____