



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION**

JOB TITLE:	Collection & Disbursement Officer_ Courts
JOB GRADE:	FMG/AT 1/Band 4
DEPARTMENT/DIVISION:	Parish/Family/Traffic Court
BRANCH	N/A
REPORTS TO:	Court Accountant
ACCOUNTABLE TO:	Court Accountant
MANAGES:	N/A

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

1. STRATEGIC OBJECTIVES OF THE DIVISION

TBD

2. JOB PURPOSE

Under general supervision of the Court Accountant, the Collection & Disbursement Officer is responsible for performing complex cashiering functions including receiving, recording and securing cash for fines and other specialized court payment; receiving, recording and securing valuables; maintaining detailed account ledgers using automated equipment and files; and regularly checking and reconciling court accounts. The postholder also disburses funds in accordance with service level agreements pertaining to the maintenance/family accounts.

3. KEY OUTPUTS

- Court payments received and amounts recorded/posted
- Receipts issued and cash secured
- Cash checked and reconciliation posted
- Funds pertaining to Maintenance/Family Accounts disbursed
- Reports and statements of cash receivable accounts prepared
- Inquiries in person or over the phone concerning charges and account balances answered;
- Detailed collections records maintained
- General customer service provided
- Annual/Quarterly/Monthly accounting/performance Reports prepared
- Individual work plans developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Receives payments in the form of cash, cheques and credit/debit cards for court fines fees and/or related services; records amounts received; issues receipts; and secures cash;
- Maintains cash drawer by adding deposits, and balancing total amounts of cash and checks received against receipts;
- Posts charges and payments to an automated account keeping file, and checks the accuracy of the information recorded;
- Disburses funds pertaining to the maintenance/family accounts in keeping with established service level agreements and related accounting standards;
- Checks regularly and reconciles posted accounts;
- Ensures adequate supplies of cash in popular denominations are available for efficient management of the collection in Court Offices;

- Maintains tapes of daily cash register transactions and verifies records with collected cash and checks at the end of the day;
- Prepares cash and cheques for deposit with appropriate bank deposit slips, and reconciles bank statements with internal account records;
- Prepares reports and statements of cash receivable accounts by financial category and by type of service for specially designated accounts;
- Answers inquiries in person or over the phone concerning charges and account balances;
- Communicates regularly with various administrative staff within the department to determine charges for services and the status of accounts;
- Maintains detailed records of the contents of various safes, including cash and valuables, and insures the security of the contents;
- Performs related clerical functions, as assigned, to ensure the safe, accurate, and effective receipt and disbursement of cash transactions;
- Maintains an adequate inventory of cashiering stock items, re-ordering, receiving and storing items as needed;
- Handles routine correspondence to aid the court accounting functions;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Court payments received and amounts recorded/posted in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;

- Receipts issued and cash secured in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Cash checked and reconciliation posted in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Funds pertaining to Maintenance/Family Accounts disbursed in accordance with service level agreements, accounting requirements and timeframes;
- Reports and statements of cash receivable accounts prepared in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Inquiries in person or over the phone concerning charges and account balances answered in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Detailed collections records maintained in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- General customer service provided accords with the Service Excellence Policy and timeframes;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. AUTHORITY

- N/A

7. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact (Title)	Purpose of Communication
Director – Court Accounting Court Accounting Analyst Court Operations Manager	• Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications, and propose solutions; • Receive guidance and provide regular updates on key Finance and Accounting (court accounting) issues and priorities.
Director Payroll & Payments	• Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback

Contact (Title)	Purpose of Communication
General Staff	• Develop and maintain effective relationships • Provide expert advice and exchange information.

External Contacts

Contact (Title)	Purpose of Communication
Professional Affiliations	• Provides expert advice and exchange information; • Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	• Monitors financial transactions and interventions; • Exchange of information.
General Public	• Collaborate on matters, exchange information, provide advice and seek feedback.

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of Financial and Accounting Principles and Practices – collections and safe custody of funds;
- Knowledge of the preparation of financial statements & Reports
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance & Accounting systems;
- A high level of initiative and self-motivation;

- Demonstrated interpersonal and negotiation skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 2/ACCA-CAT Level B/Level 2/NVQJ Level 2, Accounting;
OR
- Certificate in Accounting from an accredited University;

OR
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;

OR
- ASc. Degree in Business Studies/ Business Administration/Management Studies/ASc. Degree in Accounting from the Management Institute for National Development (MIND);

OR
- Certificate in Government Accounting Level 2.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Will be required to travel locally to attend conferences, seminars, meetings and visit outstations.