CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION

JOB TITLE:	Accounting Technician
JOB GRADE:	FMG/AT 3/Band 5
POST NO.:	
DEPARTMENT/DIVISION:	Parish Courts
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 the supervision of the Court Accountant, the Accounting Technician will provide technical support in the day-to-day operations in the Parish/Family/Traffic Court. The Officer will aid the processing of payments concerning the warrants of Distringas and Capias (D&C) and the Bail Refund procedures.

3. KEY OUTPUTS

- Payments concerning Family Accounts, Warrants of Distringas and Capias (D&C) processed and reconciled
- Bail Refund documentation/correspondence processed
- Petty Cash, Maintenance and Stamp Imprests maintained and disbursed
- Employee expense claims reviewing rule for employee compliance pre-audited, verified, and processed
- Bank reconciliations for assigned accounts prepared and analysis conducted
- General customer service provided
- Annual/Quarterly/Monthly accounting/performance Reports prepared
- Individual work plans developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Processes and reconciles payments concerning Warrants of Distringas and Capias to facilitate station and court bail procedures/protocols;
- Processes and reconciles high transaction accounts with strict procedures and systems around the receipting and payment of monies to claimants under the maintenance/family accounts and generates required reports monthly;
- Processes Bail Refund documentation/correspondence to facilitate reimbursement of bail funds once legal matters have been disposed or in keeping with any other judicial approvals;
- Processes payment documentation such as invoices, journal vouchers, employee reimbursements and statements for upload to the applicable and/or dispatch to the Finance & Accounts Branch;
- Maintains and disburses Petty Cash, Maintenance and Stamp Imprests, making authorized payments and obtain cash reimbursements when necessary in accordance with established procedures;

- Enters, updates and/or retrieves accounting data from applicable accounting systems;
- Determines court accounting content and assembles data from applicable accounting systems;
- Pre-audits, verifies, and processes employee expense claims reviewing rule for employee compliance, before upload to the applicable and/or dispatch to the Finance & Accounts Branch;
- Assist in the timely closing of monthly accounts by ensuring cash management, accounts payable (concerning specialized court accounts) and general ledgers are up to date;
- Responds to and/or escalates court accounting queries regarding data from court staff and general public;
- Prepares bank reconciliations for assigned accounts, and conduct analysis of general ledger accounts manually and on applicable court accounting systems;
- Deputizes in the certification and validation processes concerning the collections/cashiering functions;
- Provides coaching and peer reviewing function to cashier as required;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;
- Keeps current with the latest tools/techniques in Public Financial Management and Reporting to determine what new solutions and implementations will meet Judiciary's business/operational requirements.

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

- Payments concerning Family Account, Warrants of Distringas and Capias (D&C) processed and reconciled in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Bail Refund documentation/correspondence processed in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Petty Cash, Maintenance and Stamp Imprests maintained and disbursed in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Employee expense claims reviewing rule for employee compliance pre-audited, verified, and processed in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Bank reconciliations for assigned accounts prepared and analysis conducted 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
General Staff	• Develop and maintain effective relationships

Contact (Title)	Purpose of Communication
	• 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. REQUISITE QUALIFICATIONS (at least one from the list):

- AAT Level 3/ACCA-CAT Level C/Level 3/ACCA Level 1/NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- Asc. Degree in Accounting, MIND
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3.
- BSc. Degree in Accounting or Management Studies with Accounting
- BBA Degree

OR

- Successful completion of Three (3) years of any of the Bachelor's Degree programmes mentioned above.

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.