Appendix 1 JD – Collections & Disbursement Officer

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION

JOB TITLE:	Collections and Disbursement Officer
JOB GRADE:	FMG/CS 2/Band 4
DEPARTMENT/DIVISION:	Finance & Accounts Division
BRANCH	N/A
REPORTS TO:	Manager Payment Services
ACCOUNTABLE TO:	Manager Payment Services
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 leadership and direction of the Manager – Payment Services, the Collections and Disbursement Officer is responsible for the custody and lodgment of all monies received on behalf of the CAD. The incumbent also prepares and issues receipts and cheques on behalf of the CAD.

3. KEY OUTPUTS

- Cash collected and accounted for
- Cheques disbursed
- Official Receipts prepared and issued
- Collections and disbursement records managed
- Individual Work Plan prepared

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Collects cash on behalf of the Division and ensures that the Accounting Books reflects the amount collected;
- Prepares and issues official receipt for all amounts collected;
- Makes lodgments for all funds collected into Bank Accounts;
- Conducts Cash Surveys daily;
- Maintains and reports on Petty Cash Imprest;
- Checks all vouchers received for payment to ensure authority and approval before preparation of cheques;
- Ensures that all Vouchers are maintained in numerical sequence;
- Ensures that all cheques received are maintained in numerical sequence and entered into register;
- Checks monies received by post and ensures that they are accounted for in the Value Book;
- Records all Cheques in the Cheque Handing Out Book/Delivery Book;
- Disburses cheques directly to payees or their agents and ensures that they present proper identification before issuing of cheques.

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

- Cash collected and accounted for in accordance with stipulations under the FAA Act, instructions, regulations and timeframes;
- Cheques disbursed in accordance with stipulations under the FAA Act, instructions, regulations and timeframes;
- Official Receipts prepared and issued in accordance with stipulations under the FAA Act, instructions, regulations and timeframes;
- Collections and disbursement records managed in keeping FAA guidelines and GOJ RIM policy;
- Individual Work Plan prepared Individual Work Plan are aligned to the strategic planning mechanisms of the CAD and are timely;
- 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
Manager Payment Services	• 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 issues and priorities.
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
Auditor General	• Exchange information on audit queries and related processes
Accountant General's Department	• Provides and receives information regarding central treasury management and payments
Banks Contractors, suppliers and providers of services	• 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

- Moderate knowledge of Government Accounting procedures and the Financial Administration and Audit (FAA) Act
- Basic knowledge of the operations of Government/Knowledge of the agency's policies and procedures
- Basic ICT skills.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four CSEC Subjects including Accounts;

OR

- AAT Level 1;/ACCA-CAT Level 1/Level A;

OR

- Certificate in Public Administration, UWI/Certificate in Management Studies, UWI/Diploma in Business Administration/Studies from a Community College;

OR

- NVQJ Level 1, Accounting;

OR

- Certificate in Accounting from an accredited University/Certificate in Government Accounting Level 1;

OR

- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University/Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution

AND

- One (1) years' experience in a similar environment

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 to Financial Institutions and related entities.