



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE:	Payment Officer
JOB GRADE:	FMG/AT 3
POST NUMBER:	13487
DEPARTMENT/DIVISION:	Finance & Accounts Division
BRANCH	N/A
REPORTS TO:	Payment Manager
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 Payment Manager, the Payments Officer is responsible for the preparation and posting of payment vouchers for goods, services and travelling claims for select divisions and subjects of the MOJ. Through the application of financial quality assurance mechanisms, the Payment Officer also certifies vouchers prepared by other Payment Officers before authorization is sought. Additionally, the Payments Officer executes the processes related to the 3% Withholding Tax regime and other similar arrangements.

3. KEY OUTPUTS

- Recurring payment vouchers prepared and inserted on applicable system
- 3% Withholding Tax Certificates prepared
- Recurring payment information and records updated and maintained
- Payment vouchers certified
- Annual/Quarterly/Monthly performance Reports prepared
- Technical advice and recommendation provided
- Individual work plan developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Prepares recurring payment vouchers according to the correct code classification and submit for post check and approval;
- Posts data on recurring payment vouchers to Financial Management Information System (FMIS);
- Checks travel claim vouchers for accuracy, correctly codes and submits for post check and approval;
- Certifies payment vouchers to trigger authorization workflow in accordance with financial quality assurance and peer reviewing protocols and controls;
- Effects recurring payments from final approval by accountable officer by sending payment information to the Treasury Single Account;
- Updates travel registers with the travelling officers' current motor vehicle information and record all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Management & Development Branch for copies of travelling officers' valid car documents when they are due;
- Liaises with the Public Procurement and Management Accounts Branches for clarification/verification of information relating to purchase orders, where necessary;
- Prepares 3% Withholding Tax Certificates on the Tax Administration Jamaica (TAJ) portal;
- Updates and maintains the 3% Withholding Tax Certificates Registers and issues certificates to Clients/Suppliers;
- Prepares and updates 3% Withholding Tax Certificates reports for the Payments Manager;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) monthly;

- Ensures that returns filed monthly are comprehensive and accurate;
- Updates and maintains all payments information and records;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payables and Payroll) to determine what new solutions and implementations will meet MOJ business/operational requirements.

Management/Administrative Responsibilities

- Develops Individual Work Plan 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 of 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

- Recurring payment vouchers prepared and inserted on applicable system in accordance with FAA Act, best practices and agreed timeframes;
- 3% Withholding Tax Certificates prepared in accordance with FAA Act, best practices and agreed timeframes;
- Recurring payments information and records updated and maintained in accordance with agreed with established standards and timeframes;
- Payment vouchers certified in accordance with financial quality assurance standards, peer reviewing SLAs and timeframes;
- Accurate Annual/Quarterly/Monthly accounting and performance Reports provided in accordance to established standards and within agreed timeframes;
- Individual Work Plan developed in conformity to PMAS guidelines and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

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

Internal Contacts

Contact (Title)	Purpose of Communication
Director, Payroll and Payments Payment Manager	<ul style="list-style-type: none"> • Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications, and propose solutions;

Contact (Title)	Purpose of Communication
	<ul style="list-style-type: none"> Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.
Programme Managers Divisional/Department/Agency Head Public Procurement	<ul style="list-style-type: none"> Develop and maintain effective working relationships on matters relating budget availability and procurement management
General Staff	<ul style="list-style-type: none"> Develop and maintain effective relationships Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> Develop and maintain effective relationships; Provides expert advice on Finance and Accounts matters; and exchange information; Liaise on key Finance and Accounts issues
Ministry of Finance & Public Service – PEX and PXPC	<ul style="list-style-type: none"> Develop and maintain effective relationships; Receive expert advice; and provide and exchange information; Liaise on key Finance and Accounts issues.
Auditor General	<ul style="list-style-type: none"> Exchange information on audit queries and related processes
Committees of Parliament related to Financial Affairs	<ul style="list-style-type: none"> Assists/Supports the Permanent Secretary in discussions on the MOJ's Budgets and related matters
Accountant General's Department	<ul style="list-style-type: none"> Provides and receives information regarding central treasury management and payments
Professional Affiliations	<ul style="list-style-type: none"> Provides expert advice and exchange information; Identify innovation and new opportunities for the Association.
Financial Institution; Contractors, suppliers and providers of services	<ul style="list-style-type: none"> Monitors financial transactions and interventions; Exchange of information.
General Public	<ul style="list-style-type: none"> Collaborate on matters, exchange information, provide advice and seek feedback

7. REQUIRED COMPETENCIES

Core

- Interpersonal skill
- Teamwork and cooperation
- Compliance
- Adaptability
- Oral communication skills
- Initiative
- Time Management
- Written communication skills
- Integrity

- Customer and Quality Focus

Technical

- Strong analytical and problem-solving skills
- Strong leadership 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
- Knowledge of Financial and Accounting Principles and Practices;
- Knowledge of GOJ Payables and Payroll Procedures;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- 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.

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA Level 1;
 - AAT Level 3;
 - ACCA-CAT Level C/Level 3;
 - NVQJ Level 3, Accounting;
 - Diploma in Accounting from an accredited University or Community College;
 - ASc. Degree in Accounting, MIND;
 - ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
 - 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 3 years of any of the Bachelor's Degree programme mentioned above.
- AND**
- Two (2) years' experience in a Finance/Accounting environment.

9. AUTHORITY

- N/A

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.