



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Collection and Disbursement Officer
JOB GRADE: FMG/AT 1

BRANCH: Finance and Accounts Branch
SECTION: Financial Accounting Section

REPORTS TO: Director, Financial Accounting

MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below:

Employee _____ Date _____

Head of Department/Division _____ Date _____

Date received in Human Resource Division _____ Date _____

1. STRATEGIC OBJECTIVES OF THE SECTION:

To oversee financial management processes of the Local Authority including revenue recording, payment processing, payroll processing, disbursements and providing periodic financial management reports and policy evaluation to ensure the accuracy and efficiency of financial processes within the parameters of the Local Government (Financing and Financial Management) Act of 2016 and all related implementing Regulations and Instructions

2. JOB PURPOSE

Reporting to the Director, Financial Accounting, the Accounts Payable Officer supports the work of the Accounts Receivable Officer and is responsible for receiving, recording, issuing receipts, first stage preparations for depositing and reconciling all revenue collections received by a designated physical cash receipts operation provided by the Local Authority. The Collection & Disbursement Officer will liaise directly with the Accounts Receivable Officer and Bank Reconciliation Officer to help resolve any queries the person might have when reconciling bank accounts.

3. KEY OUTPUTS

- Assist, where possible, the Accounts Receivable Officer in developing timely, accurate and comprehensive revenue estimates
- Cash revenues recorded on a timely basis in accordance from all sources
- All cash collections for revenue are reconciled and deposited into bank on a daily basis.
- Receipts issued for all cash revenue collections
- Maintain sound and comprehensive filing system.

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Responsible for the collection of revenue and systems surrounding collection to ensure they are collected in a transparent and full manner
- All collected and received inflows must be issued a receipt 100% of the time and deposited into the bank in full, without any deductions from collected revenue before deposit made
- Ensure all receipts of funds are properly recorded across all segments of the BCS
- Produce regular cash receipt related reports as required.
- Assist internal or external auditors as required.

3.4 Other Responsibilities

- Performs other related functions assigned from time to time

5. PERFORMANCE STANDARDS

- All revenue sub-ledger to GL control account reconciliations completed, documented and approved on a regular basis.
- All inflows of funds are recorded in full in a timely manner
- Well organized and comprehensive system for filing documents that meets audit scrutiny.
- Public financial management legislation, rules, policies and guidelines are adhered to in the performance of duties.
- Reconciliations for all cash receipt areas are accurately prepared, approved by Accounts Receivable Officer and filed.

- Confidentiality and integrity are exercised.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Director, Financial Accounting	Receive directives, share information and provide advice
Accounts Receivable Officer	Receive guidance, share information and provide advice
Internal Audit team	Provide necessary information and documents to perform audits and review findings and to facilitate audit planning, other consultations and presentation of audit findings and recommendations,

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Customers	Collection of pensions

7. REQUIRED COMPETENCIES

- Demonstrable prior experience in working with and managing an ERP environment – essential
- Detail oriented and ability to handle pressure under tight deadlines - essential
- Basic knowledge of accounting principles - essential
- Sound organisational skills - essential
- Computer literacy and experience with accounting software packages – essential
- Must have excellent interpersonal skills.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.

8. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- CXC passes in a minimum of four (4) subjects including Mathematics or Principles of Accounts and English and at least four (4) years' related experience;

OR

- AAT Level 1; or
- Certificate in accounting from a recognized tertiary institution and at least two (2) years' related experience.

OR

- Successful completion of Level I in Government accounting, other relevant financial management courses and at least two (2) years relevant experience.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working condition.

10. AUTHORITY

- The degree of authority within the scope of the job as approved by the Local Government Services Commission and relevant legislation.