

Job Title	Senior Accounts Clerk
Department	Finance
Reports To	Accountant
Objective	The Senior Accounts Clerk is responsible for checking categories of expense vouchers, both manually and electronically, ensuring mathematical accuracy and compliance with financial regulations and policies, circulars, procurement guidelines, and relevant regulatory acts are met.
Job Responsibilities	<ul style="list-style-type: none"> • Examine all payments to suppliers, contractors, employees' salaries, benefits, and allowances for fairness, mathematical accuracy, authorisation at the different levels, ensuring compliance with Government Circulars, and accounting principles (Current and Capital). • Update and maintain contract register and file(s). • Update and maintain the single paysheet register and the salary control file, i.e., overtime, consumer price index allowance, field allowance, etc. • Update and maintain the Bureau's register for all utilities, i.e., GPL, GWI, and OneComm. • Approve vouchers entered into IFMIS in a timely manner, ensuring correct coding block, invoice number, expenditure number, and amount. • Maintain commuted travel file(s), including updated insurance, copies of vehicle registration, license, and approval letters. • Update and maintain the correspondence file(s), i.e., authority for deductions, acting appointments, responsibility allowance, and employee contracts, etc., ensuring an accurate and timely filing system. • Assist in the budget preparation. • Uplift correspondence and expense vouchers for current and capital expenditures from the Accountant or supervisors. • Seek clarity and/or guidance on transactions to be processed when required. • Return completed transactions and follow up on queries with staff in the Finance Department as needed. • Assist the internal and external Auditors with addressing queries as requested. • Provide verbal feedback or update or written queries for transactions with anomalies. • Provide written weekly updates to the Accountant or Supervisors on the work status to be reviewed by the Chief Accountant for the necessary action to be taken. • Assist in preparing ad hoc reports based on requests from stakeholders. • Performs related work as may be required by the job functions.

Job Specifications	<ul style="list-style-type: none"> • Minimum of five (5) CSEC subjects (Grades I to III), including Mathematics and English A, and at least four (4) CAPE subjects (Grades I to IV) or Ordinary Diploma in Commerce, GTI • Three (3) years' experience as an Accounts Clerk II will be an asset. • Knowledge of Financial rules, policies, accounting procedures and principles, Procurement Act, FMAA, etc. • Excellent verbal and written communication skills. • Substantial knowledge of Microsoft Office Suite e.g., Microsoft Word, Excel, etc. • Substantial knowledge of accounting procedures and principles. • Substantial knowledge of ethical behaviour in the context of dealing with sensitive financial information. • Ability to collaborate and work in teams. • High level of accuracy with keen attention to detail.
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