

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** ASSISTANT ACCOUNTANT

**JOB CODE:** T0065

**DATE REVISED:** 2011-10-22

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**REPORTS TO:** ACCOUNTANT

**RECEIVES FUNCTIONAL DIRECTIONS FROM:** ACCOUNTANT

**SUPERVISION GIVEN TO:**

**DIRECTLY:** ACCOUNTS STAFF OF THE ACCOUNTING UNIT

**INDIRECTLY:**

**LIAISES WITH:**

**INTERNALLY:** STAFF OF THE ACCOUNTING UNIT AND OTHER MEMBERS OF STAFF

**EXTERNALLY:** OFFICERS IN OTHER MINISTRY/DEPARTMENT/REGION AND MEMBERS OF THE PUBLIC.

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**PURPOSE:** To conduct financial duties in accordance with Financial Regulations and Audit Act with responsibility for maintenance of proper records.

### KEY OUTPUTS:

- Accurate financial records.
- Security of Government Revenue.

### PERFORMANCE CRITERIA:

- Up-to-date and accurate financial Records.
- Adequate and efficient security of Government Revenue.
- Honesty in the discharge of all related duties.

### DUTIES AND RESPONSIBILITIES:

- To sign and endorse cheques drawn on Salaries and Imprest Accounts to ensure timely payment.
- To check Revenues and Deposits statements for accuracy and proper accountability.
- To assist in preparing the Organization's Budget to ensure that priorities are budgeted for and expenditure items are accounted for.
- To maintain accounting statements such as Cash Flow, Forecast, etc to reflect a relationship between request and disbursement.
- To check all Financial Reports periodically for accuracy.
- To assist in responding to audit queries in an effort to resolve them and to avoid embarrassment.
- To check Imprest and Revenue Accounts once a week for accuracy.
- To requisition and account for cheque books from the Bank of Guyana and receipt books from the Accountant General's Department for improved accounting and accountability and to facilitate audit cheques.
- To certify bank drafts and prepare petty contracts to avoid delays in payments for work done.
- To perform any other related duties for the smooth functioning of the unit.

### MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Diploma in Accountancy from a recognised Institution and two (2) years experience as an Senior Accounts Clerk in the Public Service together with a good performance record.

OR

- G.C.E. 'O' Level/C.X.C. passes in four (4) subjects including English Language and Mathematics or Principles of Accounts.

PLUS

- Four (4) years accounting experience of which two (2) years should be at the level of Senior Accounts Clerk in the Public Service

OR

- L.C.C. Intermediate Accounts and two (2) subjects at G.C.E. 'O' Level/C.X.C. including English Language.

PLUS

- Six (6) years accounting experience of which two (2) years should be at the level of Senior Accounts Clerk in the Public Service.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The incumbent should be able to advise on routine problems within the unit. The results of poor performance would result in delay of payments and implementation of accounting policies.

**RESOURCE MANAGEMENT:**

- He/she supervises at least three (3) Accounts Clerks.

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**COMMUNICATIONS:** He/she communicates with other staff within the Accounting Units and other Officers of the Ministry/Department/Region.

**WORKING CONDITIONS:** It requires concentration in the preparation of financial reports.

**THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:**

**INCUMBENT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFIED CORRECT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTERSIGNED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_