

JOB TITLE: ACCOUNTS CLERK II

REPORTS TO: SUPERVISING OFFICER OR DESIGNATED OFFICER

MINISTRY/DEPARTMENT: SUPREME COURT OF JUDICATURE

PURPOSE: To conduct financial duties in accordance with the Financial Regulations and Audit Act.

KEY OUTPUTS:

- Prompt and Accurate payments.
- Proper Record Keeping of Accounts.

RANGE OF ACTIVITIES:

- To receive and pay out cash.
- To write up cash-books.
- To examine and write up collectors' cash-books statement.
- To maintain loan repayment and contracts register.
- To compile returns of unused receipts.
- To record telephone accounts.
- To maintain withdrawals from consolidated funds and remittance registers.
- To maintain salary register and prepare salary pay sheets.
- To prepare pay lists.
- To maintain PAYE register to daily, weekly, fortnightly and monthly paid employees.
- To prepare vouchers for contract gratuity.
- To operate ordinary imprest.
- To maintain allocation registers and summaries of financial returns.
- To register warrants from other departments and filled financial returns.
- To maintain vote account ledger.
- To maintain sub-imprest.
- To maintain and reconcile loan accounts.
- To maintain and reconcile advance and deposit accounts.
- To reconcile collectors cash-book statement.
- To maintain revenue accounts.
- To compile financial reports at two (2) monthly intervals.
- To maintain advances register to reflect indebtedness of officers.
- To prepare journal vouchers, verify time sheet and pay list.
- To write up control forms register.
- To maintain register of contributions to National Insurance Scheme (NIS).
- To perform any other related duties.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

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

OR

- Any of the following:

- (i) Ordinary Diploma in Commerce (GTI).
- (ii) Ordinary Certificate in Commerce (GTI).
- (iii) Certificate of the Institute of Bookkeepers.
- (iv) The London Chamber of Commerce with passes in English Language (Higher) and Book-Keeping (Intermediate) and any three (3) of the following subjects at Intermediate Stage:

Business Statistics
Costing
Economics
Mathematics
Structure of Commerce

- (v) Royal Society of Arts with passes in English Language (Stage III advance) and Book-Keeping (Stage II Intermediate) and any three (3) of the following subjects at Stage II intermediate:

Commerce
Commercial Law
Cost Accounting
Economics
General Principles of English Law

OR

- A certificate in Industrial Relations and Social Studies (CLC).

OR

- A certificate in Basic Accountancy.

OR

- Certified Accounting Technician (CAT) Level III.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decision making is minimal, all decisions are made by supervisor. Impact on result can be measured by prompt payments and properly kept accounting records.

RESOURCE MANAGEMENT:

- The job holder is not a supervisor nor a budget holder, but he/she is responsible for the records in his/her possession.

COMMUNICATIONS:

- The job holder must be able to communicate effectively with all levels of staff and the general public.

WORKING CONDITIONS: Normal office environment.

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