

JOB DESCRIPTION

JOB TITLE: Accountant General

MINISTRY: Finance & Economic affairs

DEPARTMENT: Accountant General's Department

GRADE: Fixed

REPORTS TO: Minister/Permanent Secretary

RESPONSIBLE FOR: Deputy Accountant Generals

PURPOSE: To ensure efficient public financial management in government

QUALIFICATIONS: ACCA/ Masters in Financial Accounting or any other relevant and equivalent qualification

EXPERIENCE: 15 years of relevant Public Service experience

SKILLS:

- Negotiation
- Financial Analysis
- Public Finance Reporting
- People Management
- Auditing
- Leadership
- IT
- Communication

RESPONSIBILITIES:

- 1. Responsible for ensuring that all government revenues are received and properly accounted for**
- 2. Responsible for ensuring that all government expenditures are duly authorised**
- 3. Responsible for devising appropriate mechanisms for proper reporting of financial transactions**

4. Responsible for ensuring efficient administration of the AGD and the effective functioning of the Accounting Cadre

DUTIES:

R1: Responsible for ensuring that all government revenues are received and properly accounted for

- a) Establishes appropriate accounting systems, procedures and manuals for the accurate receipt of public funds.
- b) Manages the Consolidated Fund.
- c) Monitors the opening of consolidated revenue accounts.
- d) Monitors the collection of tax revenues.
- e) Oversees revenue reconciliations.
- f) Oversees the collection of non-tax revenues.

R2: Responsible for ensuring that all government expenditures are duly authorised

- a) Establishes appropriate accounting systems, procedures and manuals for accurate payments of public funds.
- b) Authorises expenditure and disbursement of public funds.
- c) Oversees the processing of payments to ensure compliance with regulations.
- d) Oversees the establishment of government Chart of Accounts to facilitate budget execution.
- e) Establishes an accounting basis for adoption by the government.

R3: Responsible for devising appropriate mechanisms for proper reporting of financial transactions

- a) Oversees the preparation of government consolidated financial statements.
- b) Oversees the audit of government finances.
- c) Provides guidance, explanations and clarifications on government financial statements to the National Assembly.

R4: Responsible for ensuring efficient administration of the AGD and the effective functioning of the Accounting Cadre

- a) Oversees the day-to-day administration of the AGD and the Accounting Cadre.

- b) Oversees the recruitment, placement, postings, training and discipline of accountants.
- c) Oversees the conduct of Embassy Inspections.

JOB DESCRIPTION

JOB TITLE: Deputy Accountant General

MINISTRY: Finance and Economic Affairs

DEPARTMENT: Accountant General's Department

GRADE: 12

REPORTS TO: The Accountant General

RESPONSIBLE FOR: Assistant Accountant Generals

PURPOSE: To ensure the efficient and effective functioning of the Department and Cadre

QUALIFICATIONS: ACCA/MSc in Financial Accounting or related fields

EXPERIENCE: 10 Years of relevant Public Service experience

SKILLS:

- Excel
- Public Finance Reporting Standards
- Data analysis
- Administrative
- HRM
- Report Writing
- Communication
- Inter-personal
- Negotiation

RESPONSIBILITIES:

- 1. Responsible for providing supervision in ensuring that government revenues are received and properly accounted for**
- 2. Responsible for supervising the processing of government expenditure to ensure compliance with Regulations**
- 3. Responsible for supervising proper reporting of financial transactions**
- 4. Responsible for managing the day-to-day administration of the AGD and the effective functioning of the Accounting Cadre**

DUTIES:

R1: Responsible for providing supervision in ensuring that government revenues are received and properly accounted for

- a) Assists in the day-to-day management of government accounts.
- b) Assists in coordinating and supervising the opening and closing of government accounts.
- c) Assists in establishing appropriate accounting systems, procedures and manuals for the accurate receipt of public funds.
- d) Assists in monitoring the collection of tax revenues.
- e) Assists in coordinating revenue reconciliations.
- f) Supervises the collection of non-tax revenues.

R2: Responsible for supervising the processing of government expenditure to ensure compliance with Regulations

- a) Coordinates the establishment of appropriate accounting systems, procedures and manuals for the accurate processing of payments.
- b) Signs checks for all government accounts to facilitate the disbursement of funds.
- c) Supervises the processing of payments to ensure compliance with regulations.
- d) Assists in coordinating the establishment of government charts of accounts to facilitate budget execution.
- e) Assists in establishing an accounting basis for adoption by the government.
- f) Supervises the verification and fund retirements of all MDAs, sub-treasuries and embassies.

R3: Responsible for supervising proper reporting of financial transactions

- a) Assists in ensuring the proper reporting of financial transactions.
- b) Supervises the preparation of the government's consolidated financial statements.
- c) Facilitates the audit of government consolidated financial statements.
- d) Supervises the review of sub-treasury and embassy returns and provides feedback.

- e) Participates in the development of Customer Requirement Specifications (CRS) for new reports required for management and financial reporting.
- f) Participates in conducting quality assurance on the new reports before deployment for use.

4. Responsible for managing the day-to-day administration of the AGD and the effective functioning of the Accounting Cadre

- a) Reviews and authorises all AGD procurements.
- b) Prepares reports on the procurement, maintenance and disposal of assets.
- c) Coordinates the activities of the Training Management Workgroup.
- d) Coordinates the recruitment, placement, posting, promotion, and discipline of staff.
- e) Coordinates the conduct of inspections of MDAs and embassies.
- f) Coordinates the provision of system support to all system users.

JOB DESCRIPTION

JOB TITLE: Principal Accountant

MINISTRY: All

GRADE: 10

REPORTS TO: Deputy Permanent Secretary, Finance and Administration

RESPONSIBLE FOR: The Accounts Office

PURPOSE: To provide accounting and financial management support to the Ministry

QUALIFICATIONS: ACCA, MSc in Accountancy or related fields

EXPERIENCE: 5 years of relevant work experience

SKILLS:

- Excel
- Public Finance Reporting Standards
- Planning
- Budgeting
- Report Writing
- People Management
- Communication
- Data analysis

RESPONSIBILITIES:

- 1. Responsible for facilitating the Ministry's budget execution**
- 2. Responsible for managing the Ministry's Financial Records**

DUTIES:

R1: Responsible for facilitating the Ministry's budget execution

- a) Supervises the delivery of goods and services.
- b) Reviews LPOs to confirm delivery in order to initiate the payment process.
- c) Reviews invoices to identify the right vote and correct budget line to be paid from.
- d) Supervises the processing of all payments.
- e) Conducts in-system distribution and allocation of funds.
- f) Authorises the raising of payment vouchers.

- g) Approves payment vouchers.
- h) Signs and posts vouchers in the system to facilitate processing by the AGD.
- i) Coordinates the processing of salaries and allowances.
- j) Supervises the monthly preparation of salary inputs.
- k) Supervises the preparation and computation of gratuity and pension payments.
- l) Participates in the preparation of the Ministry's yearly budget.
- m) Serves as a member of the Contracts Committee in order to facilitate efficient procurement of goods and services.
- n) Facilitates the disbursement of funds to sub-vented institutions.
- o) Manages the day-to-day administration of the Accounts Office.

R2: Responsible for managing the Ministry's Financial Records

- a) Generates budget execution reports for update, monitoring and planning.
- b) Ensures the safe keeping of cash and records of vouchers for reference.
- c) Monitors budget execution to facilitate request for cash allocations.

JOB DESCRIPTION

JOB TITLE: Senior Accountant

MINISTRY: All

GRADE: 9

REPORTS TO: Principal Accountant

RESPONSIBLE FOR: Accountant

PURPOSE: To assist in the provision of effective financial management

QUALIFICATIONS: ACCA, MSc in Accountancy or related fields

EXPERIENCE: 3 years relevant work experience

SKILLS:

- Excel
- Public Finance Reporting Standards
- Planning
- Budgeting
- Report Writing
- People Management
- Communication
- Data analysis

RESPONSIBILITIES:

- 1. Responsible for providing financial and accounting support to facilitate the Ministry's budget execution**

DUTIES:

R1: Responsible for providing financial and accounting support to facilitate the Ministry's budget execution

- a) Supervises the delivery of goods and services.
- b) Reviews LPOs to confirm delivery in order to initiate the payment process.
- c) Reviews invoices to identify the right vote and correct budget line to be paid from.
- d) Supervises the processing of all payments.

- e) Conducts in-system distribution and allocation of funds.
- f) Authorises the raising of payment vouchers.
- g) Approves payment vouchers.
- h) Signs and posts vouchers in the system to facilitate processing by the AGD.
- i) Coordinates the processing of salaries and allowances.
- j) Supervises the monthly preparation of salary inputs.
- k) Supervises the preparation and computation of gratuity and pension payments.
- l) Participates in the preparation of the Ministry's yearly budget.
- m) Serves as a member of the Contracts Committee in order to facilitate efficient procurement of goods and services.
- n) Assists in the day-to-day administration of the Accounts Office.
- o) Generates budget execution reports for update, monitoring and planning.
- p) Ensures the safe keeping of cash and records of vouchers for reference purposes.
- q) Monitors budget executions to facilitate request for cash allocations.

JOB DESCRIPTION

JOB TITLE: Accountant

MINISTRY: All

GRADE: 8

REPORTS TO: Senior Accountant

RESPONSIBLE FOR: Assistant Accountant

PURPOSE: To facilitate the provision of efficient accounting services

QUALIFICATIONS: BSc in Accountancy or related fields

EXPERIENCE: 3 years relevant work experience

SKILLS:

- Excel
- Public Finance Reporting Standards
- Data analysis
- IT
- Communication
- Administration

RESPONSIBILITIES:

1. Responsible for providing efficient accounting and financial services

DUTIES:

R1: Responsible for providing efficient accounting and financial services

- a) Supervises the collection of revenue generated from the Ministry.
- b) Reviews revenue receipts to verify revenue collected.
- c) Supervises the preparation of salary inputs.
- d) Reviews payment vouchers to ensure the provision of proper documentation before the processing of payments.
- e) Monitors expenditure in order to advice on budget execution status.
- f) Participates in the preparation of the yearly budget.

JOB DESCRIPTION

JOB TITLE: Assistant Accountant

MINISTRY: All

GRADE: 7

REPORTS TO: Accountant

RESPONSIBLE FOR: Senior Accounts Clerk

PURPOSE: To facilitate budget execution by providing accounting services for effective utilization of resources

QUALIFICATIONS: BSc in Accountancy or any equivalent/relevant field

EXPERIENCE: 2 years relevant work experience

SKILLS:

- Financial Management Information Systems
- Excel
- Public Finance Reporting Standards
- Data analysis
- IT
- Communication
- People Management

RESPONSIBILITIES:

1. Responsible for facilitating the Ministry's efficient budget execution

DUTIES:

R1: Responsible for facilitating the Ministry's efficient budget execution

- a) Collects revenue from revenue generating line departments and issues receipts.
- b) Deposits revenue funds to the Central Bank.
- c) Inputs revenue figures in the IFMIS.
- d) Conducts revenue bank reconciliation to ensure accurate bank balances.
- e) Updates cash books for recording transactions.

- f) Conducts quarterly bank reconciliation.
- g) Assists in the preparation of quarterly financial reports to update project donors.
- h) Processes payments to facilitate the ministry's budget execution.
- i) Prepares monthly salary inputs to facilitate the payment of salaries.

JOB DESCRIPTION

JOB TITLE: Senior Accounts Clerk

MINISTRY: All

GRADE: 6

REPORTS TO: Assistant Accountant

RESPONSIBLE FOR: Accounts Clerk

PURPOSE: To facilitate payments for effective service delivery

QUALIFICATIONS: CAT/AAT Technician, Intermediate certificate with 4 WASSCE credits in English, Mathematics & Accounting or relevant qualifications

EXPERIENCE: 2 years relevant work experience

SKILLS:

- Financial Management Information Systems
- Excel
- IT
- Data analysis

RESPONSIBILITIES:

1. Responsible for timely processing of payments

DUTIES:

R1: Responsible for timely processing of payments

- a) Prepares monthly salary inputs to facilitate the payment of salaries.
- b) Conducts over-the-counter salary payments for non-banking staff.
- c) Processes payments to facilitate fund disbursements for service delivery.
- d) Processes payments to sub-vented line institutions to facilitate subvention payments.
- e) Conducts gratuity computation for retired staff to facilitate the payment of terminal benefits.
- f) Prepares manual vouchers to facilitate the payment of WOPS.

- g) Conducts IFMIS fund allocations to specific budget lines in order to facilitate budget executions.
- h) Collects revenue from the Ministry and/or line institutions.

JOB DESCRIPTION

JOB TITLE: Accounts Clerk

MINISTRY: All

GRADE: 5

REPORTS TO: Senior Accounts Clerk

RESPONSIBLE FOR: Junior Accounts Clerk

PURPOSE: To facilitate payments for effective service delivery

QUALIFICATIONS: CAT/AAT, Basic certificate with 4 WASSCE credits in English, Mathematics & Accounting

EXPERIENCE: 1 year relevant work experience

SKILLS:

- Excel
- IT
- Accounting software packages

RESPONSIBILITIES:

1. Responsible for providing basic accounting services

DUTIES:

R1: Responsible for providing basic accounting services

- a) Processes payments to facilitate fund disbursements for service delivery.
- b) Conducts gratuity computations for retired officers in order to facilitate the processing of retirement/terminal benefits.
- c) Assists in the financial management of project accounts by processing project payments to facilitate the implementation of activities.
- d) Assists in preparing salary inputs to facilitate salary payments.
- e) Assists in the collection of revenue from the Ministry and/or line institutions.
- f) Assists in the reconciliation of revenue funds.

JOB DESCRIPTION

JOB TITLE: Junior Accounts Clerk

MINISTRY: All

GRADE: 3

REPORTS TO: Accounts Clerk

RESPONSIBLE FOR: None

PURPOSE: To serve as a trainee for the provision of basic accounting services

QUALIFICATIONS: 4 WASSCE credits in English, Mathematics & Accounting

SKILLS:

- Excel
- IT
- Communication

EXPERIENCE: None

RESPONSIBILITIES:

1. **Responsible for providing basic day-to-day accounting support**

DUTIES:

R1: Responsible for providing basic day-to-day accounting support

- a) Conducts over-the-counter salary payments.
- b) Assists in processing payments to facilitate fund disbursement for service delivery.
- c) Assists in revenue collection.
- d) Assists in the preparation of salary inputs.