



# MINISTRY FOR PUBLIC ENTERPRISES

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Accounts Officer
<b>Position Code:</b>	PE000031
<b>Division:</b>	Corporate Services Division
<b>Salary Grade:</b>	A12
<b>Salary Range:</b>	\$30,636 - \$33,275

**MINISTRY'S PURPOSE:** To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.

**DIVISION'S PURPOSE:** To ensure excellence in Human Resources Development, practices and provision of support services in finance, Administration, public relations, Information technology, policy and planning, legal advice, records management and transportation for enhanced performance.

**PURPOSE OF THE POSITION:** Assist to ensure Financial Management policies and procedures are successfully implemented.

## KEY RESPONSIBILITIES

As a Senior Accounts Officer, you will be responsible for:

Key Areas of Responsibility.	Performance Expectations and Deliverables.
Budget Formulation & Monitoring	<ul style="list-style-type: none"> <li>Assist to coordinate formulation of the Ministry for Public Enterprises Budget Estimates in close collaboration with the Principal Accounts Officer &amp; ACEO CSD.</li> <li>Undertake a thorough and meticulous analysis of budget spending/revenue collection of outputs and transactions on behalf of state.</li> <li>Assist to prepare monthly budget spending and revenue reports.</li> <li>Assist Principal Accounts Officer to provide advice to the Assistant CEO CSD on performance of each output in accordance with approved estimates and performance measures.</li> <li>Assist to reconcile and prepare journal entries to correct mis-postings and other anomalies in the budget.</li> <li>Managing of e-files for Accounts Division on a daily basis</li> </ul>
Financial Management Monitoring & Evaluation	<ul style="list-style-type: none"> <li>Manage the Finance One financial systems</li> <li>Assist and oversee the input of all data into the Procurement, Accounts Payable, Asset Module and Accounts Receivable Modules of Finance One to ensure compliance with PFMA 2001, Treasury Instructions and</li> </ul>

	<p>Procurement Policies.</p> <ul style="list-style-type: none"> <li>• Process and assess all on-line Purchase Orders, Amendments and Manual Payments.</li> <li>• Verify and process all requisitions to ensure compliance with PFMA 2001, Treasury Instructions and Procurement Policies.</li> <li>• Update accounts receivable account daily in order to produce accurate statements/reports at month end.</li> <li>• Assist to reconcile accounts payable accounts at month end.</li> <li>• Assist to reconcile payroll reports on a monthly basis.</li> <li>• Ensure the Fixed Asset Register is updated regularly and all assets are physically marked and accounted for.</li> <li>• Assist the monitoring of the use of petty cash in accordance with Treasury Instructions and PFMA 2001.</li> <li>• Maintain effective and sound system of internal controls to safeguard government resources from being misused.</li> </ul>
Policy advise and analysis	<ul style="list-style-type: none"> <li>• Assists in the preparation of the ministry's annual budget and Annual/mid-year review</li> <li>• Assist the CSD in the preparation and monitoring of the Corporate Plan, Management Plan, Workforce plan, Annual Reports.</li> <li>• Assist and coordinate the preparation of all Cabinet and STSC submissions with regards to budget advice.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Other roles and responsibilities assigned and directed from time to time</li> </ul>

### **CORE COMPETENCIES/SELECTION CRITERIA.**

To effectively and efficiently perform this role, you must possess/demonstrate the following competencies:

#### ***Skills and Abilities***

Strategic Thinking	<ul style="list-style-type: none"> <li>• Understand the relationship between self and organizational goals.</li> <li>• Determined and passionate in meeting operational goals and possess a positive attitudes towards change.</li> </ul>
Building and sustaining relationships	<ul style="list-style-type: none"> <li>• Fosters teamwork through mutual information exchange with other line Ministries as well as other key stakeholders.</li> <li>• Encourage effective communication with partners and suppliers to ensure value for money and building a good working relationship.</li> <li>• Encourages and motivates members of CSD team to engage in continuous learning and in activities to sustain morale.</li> </ul>
Achieves and Deliver results and outcomes	<ul style="list-style-type: none"> <li>• Adopts a planned approach to the management of financial systems within the Ministry and achieving core objective of the division.</li> <li>• Supports a culture of timely reporting, achievement of planned activities as well as effective implementation of financial policies developed from time to time. Demonstrate sound analytical and innovative skills and commitment in undertaking respective roles</li> </ul>

	and responsibilities.
Team player	<ul style="list-style-type: none"> <li>• Demonstrate team player who actively participates in team activities and value the input of staff at every level.</li> <li>• Portray self confidence in adapting to change as well as commitment to lead new targets.</li> </ul>

### ***Personal Attributes***

Commitment and Personal Drive	<ul style="list-style-type: none"> <li>• Demonstrate ability to pursue work with energy and drive given under pressure situation</li> <li>• Consistently meets goals and pushes the teammates to achieve desired result.</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Work in a professional manner despite personal preferences in undertaking its monitoring role.</li> <li>• Guided by the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
Intellect and Judgment	<ul style="list-style-type: none"> <li>• Applies intellect and knowledge in assessing complex information and decisions.</li> <li>• Ability to explore all necessary options and weighing both costs and benefits in order to make sound decisions under pressure</li> <li>• Ability to understand and handle concepts and complexities arising and effectively communicate the impact to the team and MPE.</li> </ul>

### ***Experience***

Experience and past work performance	Minimum of 2 years of relevant work experience & knowledge in government financial management practices & systems. Sound knowledge and experience in Government budget processes.
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### ***Qualification***

Formal Qualification	<ul style="list-style-type: none"> <li>• Preferred qualification – Bachelor’s degree in Commerce majoring in Accounting, Economics, Public Administration, Financial Management or any relevant discipline.</li> </ul>
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