

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
N.Klass	

**A. JOB INFORMATION SUMMARY**

JOB TITLE	State accountant
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 7
DATE	June 2010
LOCATION	Bisho
COMPONENT	Pre-Audit
POST REPORT TO	Assistant Manager
JOB CLASSIFICATION CODE	

**B. HIERARCHICAL POSITION OF POST**

Manager Assistant Manager <b>State Accountant</b> Accounting Clerk
---

**C. JOB PURPOSE (Linked to Strategic Plan)**

To render Pre-Audit services.

**D. MAIN OBJECTIVES (Key performance area (KPA's) -**

MAIN OBJECTIVES		
1	<b>Ensure that orders of goods and services are in accordance with procurement procedures and financial regulations</b> <ul style="list-style-type: none"><li>• Receive orders for goods and services from procurement section.</li><li>• Check if all supporting documentation is attached.</li><li>• Verify captured data on system.</li></ul>	20%
2	<b>Check budget availability and expenditure allocation on all programs and sub-programs at Head office.</b>	20%

	<ul style="list-style-type: none"> <li>• Confirm budget availability by requesting current expenditure control reports per item level.</li> <li>• Verify expenditure allocation as per segment details.</li> <li>• Liaise with Procurement section for wrong allocation and insufficient funds.</li> <li>• Issue internal control certificate to procure goods / services in duplicate.</li> <li>• Attach original certificate to order documentation.</li> <li>• Affix Pre-Audit stamp to all supporting documents.</li> <li>• Keep a record of duplicate certificates in file.</li> </ul>	
3	<p><b>Ensure adherence to internal controls when processing payments.</b></p> <ul style="list-style-type: none"> <li>• Receive payment vouchers from creditors.</li> <li>• Check supporting documentation.</li> </ul>	10%
4	<p><b>Ensure salary related transactions are in line with internal controls and financial prescripts.</b></p> <ul style="list-style-type: none"> <li>• Receive salary related payments from salaries.</li> <li>• Check if supporting documentation is attached.</li> <li>• Verify amounts captured ,persal numbers and banking details.</li> </ul>	30%
5	<p><b>Provide supervisory functions to sub-ordinates</b></p> <ul style="list-style-type: none"> <li>• Allocate work.</li> <li>• Identify training needs.</li> <li>• Provide guidance and support..</li> </ul>	20%

**E. DIMENSIONS OF THE POST**

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

**F. PERFORMANCE STANDARDS & INDICATORS** (Based on main objectives)

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	Indicator (Indicating how well / if standards were achieved)
Ensure that orders of goods and services are in accordance with procurement procedures and financial regulations.	<ul style="list-style-type: none"> <li>• Signed and filed data advices</li> <li>• Supporting documents</li> <li>• Compliance to procurement procedures and financial regulations</li> </ul>
Check budget availability and expenditure allocations for all programs and sub-programs at Head Office.	<ul style="list-style-type: none"> <li>• Minimal over expenditure and unauthorized expenditure</li> <li>• Reduction of misallocations</li> <li>• Reports</li> <li>• Duplicate certificates</li> </ul>
Ensure adherence to internal controls when processing payments.	<ul style="list-style-type: none"> <li>• Record of received vouchers</li> <li>• Compliance to internal controls and financial prescripts</li> </ul>
Ensure salary related transactions are in line with internal controls and financial prescripts..	<ul style="list-style-type: none"> <li>• Record of received salary payments</li> <li>• Reduction in over expenditure and double payments</li> <li>• Payment done to relevant employee</li> </ul>
Provide supervisory functions to subordinates	<ul style="list-style-type: none"> <li>• Trained staff</li> <li>• Meeting deadlines</li> <li>• Effectiveness and efficiency</li> </ul>

**G. OUTPUTS PROFILE**

Key customers	Requirements	Outputs
Assistant Manager	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Compliance to internal controls and financial prescripts</li> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Routine reports</li> </ul>
Head office staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> <li>• Certification of commitments of funds</li> <li>• Trained staff</li> <li>• Efficiency</li> <li>•</li> </ul>

Other Departments Procurement, Payments, Salaries		<ul style="list-style-type: none"> <li>• Minimal over expenditure</li> <li>• Reduction of misallocations and unauthorized expenditure</li> <li>• Payments done to relevant employees</li> </ul>
---	--	---

#### H. COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Finance Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Accounting practice & ethics	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma with Accounting (3yrs) . Two to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply finance for planning, ability to work under pressure; Continuous professional and ethical behaviour

#### I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

\*\*\*\* IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

#### J. CAREER PATHING

##### J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Assistant Manager
2. Nature of work in next higher post: -As required in the higher post

**K. AMENDMENTS TO THE JOB DESCRIPTION**

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

**L. PERFORMANCE INSTRUMENTS**

- The performance instrument of the postholder, should be read as an extension of this job description.

**M. JOB DESCRIPTION AGREEMENT**

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Assistant Manager	RANK: State Accountant
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	