



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

<b>1. JOB TITLE</b>  ACCOUNTING ASSISTANT (ACCOUNTS-PAYROLL)	<b>2.DIVISION</b>  <input type="checkbox"/> HEAD OFFICE <input type="checkbox"/> SANGRE GRANDE HOSPITAL CAMPUS <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  FINANCE (ACCOUNTING)
<b>4. ORGANIZATIONAL RELATIONSHIP</b>  The Accounting Assistant (Accounts-Payroll) will report directly to the Manager-Financial Accounting and indirectly to the Manager-Hospital Administration at the Sangre Grande Hospital and the Area Administrative Officer within the County.		<b>5. NATURE &amp; SCOPE</b>  The Accounting Assistant (Accounts-Payroll) is responsible for performing accounting work, following prescribed procedures and applying traditional and modern accounting principles and techniques to a variety of recording and accounting problems.
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Accounting Assistant (Accounts Payroll): <ul style="list-style-type: none"><li><input type="checkbox"/> Assists the Manager-Financial Accounting in ensuring that all policies and procedures are adhered to for payroll function.</li><li><input type="checkbox"/> Ensures that the Human Resource Department submits all notification for additions/deletions of employees from the employee master file.</li><li><input type="checkbox"/> Ensures the payment of salaries to all employees both monthly and fortnightly paid payrolls are in accordance with contractual and statutory requirements, and are duly authorized by Human Resource Department.</li><li><input type="checkbox"/> Ensures that only authorized time and attendance records and pay sheets are received from all operating units and there are no duplication of payroll transactions.</li><li><input type="checkbox"/> Reviews and verifies all transactions processed by the Payroll Clerk I and II to ensure the accuracy and completeness of the entries within the accounting/payroll system and the compliance with accounting standards, notifications from Human Resources Department. These includes suppliers invoice packages, employee pay-sheets, receipts, general journals, pay record cards/files, audit schedules, printed cheques, ACH Transactions, etc.</li><li><input type="checkbox"/> Performs backup of payroll application in collaboration with Information Technology and Information System Department.</li><li><input type="checkbox"/> Ensures that all files are maintained for payroll and secured from unauthorized users.</li><li><input type="checkbox"/> Ensures all company transactions are processed/inputted accurately in the accounting system and ensures the completeness, reliability and relevance of all department reports and information.</li><li><input type="checkbox"/> Prepares Medical and Pension Reports for the Industrial Relations Department on payments remitted monthly.</li><li><input type="checkbox"/> Ensures that daily cheque register is maintained and balanced on a daily basis.</li><li><input type="checkbox"/> Verifies all completed of worksheets and approved payments for arrears for salary – arrears of allowances, overtime, etc.</li><li><input type="checkbox"/> Verifies all completed worksheets and approved payment for prepared gratuity payments calculations for officers on contracts.</li><li><input type="checkbox"/> Prepares TD4’s for employees by the last day of February of the following year from the current year end.</li><li><input type="checkbox"/> Ensures the posting of all transactions in the accounting systems on a daily basis.</li><li><input type="checkbox"/> Reviews and ensures the submission of all Statutory Deductions and remittance to respective statutory/financial institutions within the established deadlines and in accordance with policies/ instructions.</li><li><input type="checkbox"/> Assists in year-end stock counts.</li><li><input type="checkbox"/> Performs any other duties as assigned by the appropriate Authority.</li><li><input type="checkbox"/> Reviews and approves all department reports, reconciliations, statements, etc.</li><li><input type="checkbox"/> Monitors and reviews of departmental and staff performance to ensure targets are achieved.</li><li><input type="checkbox"/> Identifies, recommend and implement necessary corrective action as required.</li><li><input type="checkbox"/> Supervise and guide staff to ensure compliance with work schedules and ensures that all members of staff have a clear understanding of their objectives and deliverables.</li></ul>		

<ul style="list-style-type: none"> <li>❑ Sensitize and advise relevant stakeholders of the Authority’s procedures, protocols and processes.</li> <li>❑ Liaise with heads of department and external agencies to ensure the resolution of queries, issues and inefficiencies that affects departmental objective and deliverables.</li> <li>❑ Liaises with both internal and external auditors to resolve all audit queries.</li> <li>❑ Assists in the coordination of both internal and external audits at the Finance Department.</li> <li>❑ Makes recommendations for the improvement of the department’s existing controls and procedures.</li> <li>❑ Verifies annual budgets (estimates) for consulting and contracted services.</li> <li>❑ Prepares monthly payroll report, overtime reports, payroll estimates, overpayment report and any other analytical reports on payroll transactions as required.</li> <li>❑ Performs other related duties as may be required by the appropriate Authority.</li> </ul>
<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Knowledge of professional accounting software packages.</li> <li>❑ Ability to direct and perform with a considerable volume of detailed work.</li> <li>❑ Ability to understand and carry out oral and written instructions of some complexity.</li> <li>❑ Knowledge of modern office practices, procedures and can operate standard office equipment.</li> <li>❑ Knowledge of organization functions, departmental rules and applicable regulations.</li> <li>❑ Ability to make arithmetical computations.</li> <li>❑ Effective communication skills, both oral and written.</li> <li>❑ Ability to learn assigned tasks readily and can adhere to prescribed rules and regulations.</li> <li>❑ Ability to assign, supervise and review the work of subordinate employees.</li> <li>❑ Ability to develop and monitor work schedules.</li> <li>❑ High Analytical and investigative skills.</li> <li>❑ Ability to establish and maintain effective working relationships with other colleagues and members of the public.</li> </ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ Training as evidenced by completion of Level 1 ACCA and or equivalent.</li> <li>❑ Knowledge of financial, statutory, tax, labour/industrial relations regulations and laws.</li> <li>❑ Computer Literate in Microsoft Office Suite especially in Microsoft Word and Excel.</li> <li>❑ Practical experience in established accounting software.</li> <li>❑ At least five (5) years’ experience in a similar position or in an accounting environment, with at least two (2) years of auditing/supervisory experience</li> <li>❑ Any equivalent combination of training and experience.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Clerk II</li> <li>❑ Clerk I</li> <li>❑ On The Job Trainee</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIPS</b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>❑ Manager-Financial Accounting</li> <li>❑ General Manager-Finance</li> <li>❑ General Manager-Human Resources</li> <li>❑ Other members of Management Executive Team</li> <li>❑ Other members of Management Team</li> <li>❑ Manager-Cost and Management Accounting</li> <li>❑ Manager-Purchasing and Logistics</li> <li>❑ Central Purchasing Unit</li> <li>❑ Staff in Head Office and Administrative Units</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>❑ Ministry of Health personnel</li> <li>❑ Other Governmental Ministries</li> <li>❑ Other Regional Health Authorities</li> </ul>