THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	**2.DIVISION**	**3. DEPARTMENT**
ACCOUNTING ASSISTANT (ACCOUNTS-PAYROLL)	❑ HEAD OFFICE ❑ ST. ANDREW/ST. DAVID ❑ NARIVA/MAYARO	FINANCE (ACCOUNTING)

4. ORGANIZATIONAL RELATIONSHIP	**5. NATURE & SCOPE**
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.	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.

6. SPECIFIC ACCOUNTABILITIES

The Accounting Assistant (Accounts Payroll):

- ❑ Assists the Manager-Financial Accounting in ensuring that all policies and procedures are adhered to for payroll function.
- ❑ Ensures that the Human Resource Department submits all notification for additions/deletions of employees from the employee master file.
- ❑ 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.
- ❑ 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.
- ❑ 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.
- ❑ Performs backup of payroll application in collaboration with Information Technology and Information System Department.
- ❑ Ensures that all files are maintained for payroll and secured from unauthorized users.
- ❑ 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.
- ❑ Prepares Medical and Pension Reports for the Industrial Relations Department on payments remitted monthly.
- ❑ Ensures that daily cheque register is maintained and balanced on a daily basis.
- ❑ Verifies all completed of worksheets and approved payments for arrears for salary – arrears of allowances, overtime, etc.
- ❑ Verifies all completed worksheets and approved payment for prepared gratuity payments calculations for officers on contracts.
- ❑ Prepares TD4's for employees by the last day of February of the following year from the current year end.
- ❑ Ensures the posting of all transactions in the accounting systems on a daily basis.
- ❑ 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.
- ❑ Assists in year-end stock counts.
- ❑ Performs any other duties as assigned by the appropriate Authority.
- ❑ Reviews and approves all department reports, reconciliations, statements, etc.
- ❑ Monitors and reviews of departmental and staff performance to ensure targets are achieved.
- ❑ Identifies, recommend and implement necessary corrective action as required.
- ❑ 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.
- ❑ Sensitize and advise relevant stakeholders of the Authority's procedures, protocols and processes.

- Liaise with heads of department and external agencies to ensure the resolution of queries, issues and inefficiencies that affects departmental objective and deliverables.
- Liaises with both internal and external auditors to resolve all audit queries.
- Assists in the coordination of both internal and external audits at the Finance Department.
- Makes recommendations for the improvement of the department's existing controls and procedures.
- Verifies annual budgets (estimates) for consulting and contracted services.
- Prepares monthly payroll report, overtime reports, payroll estimates, overpayment report and any other analytical reports on payroll transactions as required.
- Performs other related duties as may be required by the appropriate Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of professional accounting software packages.
- Ability to direct and perform with a considerable volume of detailed work.
- Ability to understand and carry out oral and written instructions of some complexity.
- Knowledge of modern office practices, procedures and can operate standard office equipment.
- Knowledge of organization functions, departmental rules and applicable regulations.
- Ability to make arithmetical computations.
- Effective communication skills, both oral and written.
- Ability to learn assigned tasks readily and can adhere to prescribed rules and regulations.
- Ability to assign, supervise and review the work of subordinate employees.
- Ability to develop and monitor work schedules.
- High Analytical and investigative skills.
- Ability to establish and maintain effective working relationships with other colleagues and members of the public.

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidenced by completion of Level 1 ACCA and or equivalent.
- Knowledge of financial, statutory, tax, labour/industrial relations regulations and laws.
- Computer Literate in Microsoft Office Suite especially in Microsoft Word and Excel.
- Practical experience in established accounting software.
- 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
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Clerk II
- Clerk I
- On The Job Trainee

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Manager-Financial Accounting
- General Manager-Finance
- General Manager-Human Resources
- Other members of Management Executive Team
- Other members of Management Team
- Manager-Cost and Management Accounting
- Manager-Purchasing and Logistics
- Central Purchasing Unit
- Staff in Head Office and Administrative Units

External:

- Ministry of Health personnel
- Other Governmental Ministries
- Other Regional Health Authorities