



JOB DESCRIPTION FORM

POSITION (PID) #	690002				
IDENTIFYING INFORMATION				POST CERTIFICATION	
Post Title	Administrative Officer			Prepared By	
Present Grade	PS 21-23			Post holder Agreed	
Department/Section	Conservation Services/Administration			Dept. Head Agreed	
Ministry	Environment and Sports				
POST STATUS				POST TRANSFER (if applicable)	
	New Post	Revised Post	Redefined Post	Previous Title	
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	Environment
Last Review Date	01 Sept. 2004			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	23-25	1 Oct 10	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Accounting and financial management duties	65%
2. HR administrative duties	20%
3. Supervisory and general administrative duties	10%
4. Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Working in conjunction with the Ministry's Controller, the Administrative Officer is accountable for the efficient and effective delivery of administrative and accounting duties in accordance with departmental policies and procedures and Financial Instructions, including the preparation and control of the budget, processing of accounts payable, collection and security of cash receipts and the provision of accurate and timely financial information for use by the managers. In addition, the Administrative Officer performs human resource administrative duties, including maintaining staff records and coordinating the preparation of performance appraisals, and supervising assigned staff. As well, the post holder undertakes associated duties, as requested by the Director, to support the efficient operations of the Department.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The post holder has autonomy to make decisions and resolve administrative and accounting problems/issues relating to the preparation and control of the budget, accounts payable and the collection and security of cash receipts. Complex decisions requiring management decisions are referred to the Director.</p>
<p>2.3 To which position does this post report directly? Director of Conservation Services</p>

3. ESSENTIAL KNOWLEDGE & SKILLS
<p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p>
<p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Administrative Officer must possess good inter-personal, communications, organisational and problem-solving skills. In addition, supervisory, motivational, conflict management and resolution, team building and time management skills are required.</p>
<p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Administrative Officer must conversant with MS Office Suite of Products, Computerized Accounting Systems,</p>

Financial Instructions, Financial Information Management System (FIMS) and AS 400.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required Minimum one (1) year Minimum two (2) years
 Minimum three (3) years Minimum five (5) years Minimum ten (10) years

4.1 Identify specific experience.

The post requires a minimum of three (3) years' relevant experience in a similar role, of which one (1) year must be in a supervisory capacity. Practical experience in accounting and administrative duties is required for the post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)

- Secondary School Graduation Certificate Apprenticeship/College Certificate College Diploma
 Associates Degree Advanced or Specialist Qualification Bachelors Degree
 Masters Degree Professional Designation (Includes Chartered Status) Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:
The post holder must possess an Associate's Degree in Business Administration, Accounting or other relevant subject.

5.2 List any special licenses, registrations or certifications required for this job:
N/A

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

1. Cashier/Receptionist (PID#690007)
2. Accounts Assistant (PID#690003)
3. Switchboard/Receptionist (PID# 690085)
4. Cashier/Receptionist (PID# 690026) (Misc/BPSU)

6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

- None Has Direct Management Responsibility Is the Accounting Officer

6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

- None Less than \$500k \$500k to \$2m \$2m to \$10m \$10m to \$40m Greater than \$40m

6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

- No Yes. Has Direct Management Responsibility Yes. Is Ultimately Responsible

6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

7. Additional Information

The post holder must have a proven record of working efficiently within specified guidelines, with minimum supervision and under his/her own initiative, and must be able to prioritise tasks, managing large volumes of paperwork and active tasks.

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST

(Please use the same Headings for Main Duties as Listed in Section 1.0)

8.1 ACCOUNTING AND FINANCIAL MANAGEMENT DUTIES

- 8.1.1 Manages the provision of comprehensive accounting and financial services that support the effective operations of the Department of Conservation Services.
- 8.1.2 Prepares the annual estimates and expenditures, in accordance with Financial Instructions and Departmental policies and procedures, and on approval by the Director, submits to the Budget Office in accordance with the requirements and established timeframes. As well, prepares submissions for the acquisition of capital equipment. Advises the Director of significant variances, so that corrective action can be taken and makes virements, as necessary.
- 8.1.3 Maintains effective budgetary control over each cost centre of the Department, by regularly examining the FIMS performance reports, to ensure appropriation limits are not exceeded and budgeted revenue is achieved. Consults with relevant managers and advises the Director of matters requiring his/her attention. Administers the records of purchase order books issued and ensures that payment requests comply with the purchase orders issued as well as with Financial Instructions.
- 8.1.4 Provides monthly accounting and financial information to the managers showing the performance of the allocated budgets and advises the managers of significant variances.
- 8.1.5 Manages the processing of accounts payables and receivables, including cash receipting and, as necessary, provides training to officers to ensure that the staff are aware of the established financial policies and procedures.
- 8.1.6 Receives payments for the Marketing Centre, provides receipts, keys the information into the AS400 and sends out accounts receivable statements on a monthly basis.
- 8.1.7 Processes all cash, for submission to the Accountant General's Department or the Bank, as necessary.
- 8.1.8 Completes, in conjunction with the Controller, the year end closing of accounts, verifies the accuracy of the accounts and makes adjustments, as required. Submits the forms, for the approval of the Director, and forwards to the Accountant General's Department according to the established timeframes.
- 8.1.9 Reconciles financial statements from the Financial Information Management System (FIMS) on a monthly basis. Generates and distributes performance reports to the Director and managers. Investigates and answers queries regarding revenue and expenditure entries on the reports and reconciles variances and inconsistencies, as they arise.
- 8.1.10 Manages the payroll system of the Department, so that all employees are paid in a timely manner and that the relevant deductions are made. Verifies and approves weekly wages and monthly salary input sheets and submits to the Accountant General within the prescribed timeframe.

8.2 HR ADMINISTRATIVE DUTIES

- 8.2.1 Maintains all personnel records and completes all necessary paperwork for new hires and employee terminations for submission to the Accountant General's Department and the Department of Human Resources.
- 8.2.2 Assists managers with the preparation and placement of advertisements and liaises with the Department of Human Resources on vacancies and recruitment processes.
- 8.2.3 Coordinates the preparation and completion of performance appraisals and probation reports for submission to the Department of Human Resources.
- 8.2.4 Maintains vacation and sick leave records for all staff.

- 8.2.5 Provides advice and guidance to staff regarding salaries, benefits and on the interpretation/application of the Conditions of Employment and Code of Conduct, Financial Instructions and the Collective Bargaining Agreements with the Bermuda Public Services Union and the Bermuda Industrial Union.
- 8.2.6 Consults with the Department of Human Resources and Accountant General's Department on personnel, salary and benefits related issues.
- 8.2.7 Manages the Boards and Committee Systems and ensures that all committees and boards are setup and updated, as necessary.
- 8.2.8 Informs the staff of development and training programmes, including in-house training and local and overseas training courses. Arranges for staff to attend such courses as well as training initiatives identified in the performance appraisals.
- 8.2.9 Ensures that accurate and timely reports are submitted for CURE, the Manpower Survey and similar government wide recording and reporting initiatives.

8.3 GENERAL ADMINISTRATIVE DUTIES

- 8.3.1 Receives all key documentation and disseminates information to the officers concerned; sets priorities, prepares and briefs the officers as needed.
- 8.3.2 Receives and reviews correspondence for the Director and prepares routine correspondence.
- 8.3.3 Ensures that incoming mail is delivered to appropriate officers and that outgoing mail is forwarded to its destination.
- 8.3.4 Initiates the ORCS and ARCS filing system in conjunction with the Archives Department. Sets up and secures all files, maintains them as active and removes for longer term storage when inactive or complete. Organizes files and monitors the tracking of files in the system.
- 8.3.5 Orders and maintains an inventory of supplies and materials for use by the officers of the Department. Issues supplies and materials, as necessary.
- 8.3.6 Ensures that all office equipment is maintained and in good operational order at all times.
- 8.3.7 Arranges and chairs quarterly meetings and keeps minutes of meetings of the Health and Safety Committee and tracks progress towards improving safety.
- 8.3.8 Organises and arranges meetings for the Board of Agriculture and the Wrecks Authority and coordinates the preparation and circulation of agendas and materials. Takes and transcribes the minutes of the meetings.
- 8.3.9 Organises senior staff meetings and other meetings, as directed by the Director.

8.4 ASSOCIATED DUTIES

- 8.4.1 Undertakes associated duties, as requested by the Director.