



## JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>690003</b>			
<b>IDENTIFYING INFORMATION</b>				<b>POST CERTIFICATION</b>	
Post Title		Accounts Assistant			
Present Grade		PS 13-15		Prepared By	
Department/Section		Conservation Services/Administration		Post holder Agreed	
Ministry		Environment and Sports		Dept. Head Agreed	
<b>POST STATUS</b>				<b>POST TRANSFER (if applicable)</b>	
	New Post	Revised Post	Redefined Post	Previous Title	Accounts Clerk
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	Environment
Last Review Date				Previous Number	
01 Nov. 2002				Previous Grade	
Panel Decision	Grade	Date	Signature	Previous Grade	
	B-15	1 OCT 10	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES	%
1. Accounting and bookkeeping duties	65%
2. Preparation of the weekly payroll	20%
3. General administrative duties	10%
4. Associated duties	05%
	<b>TOTAL = 100%</b>

<p><b>2. SUMMARY OF ACCOUNTABILITY</b></p> <p>2.1 What specifically is this post accountable for?</p> <p>The Accounts Assistant is accountable for the efficient and effective delivery of accounting and bookkeeping services in accordance with departmental policies and procedures and Financial Instructions, including the accurate processing of invoices for payment, timely collection of cash, for submission to the Accountant General's Department. The Accounts Assistant also prepares the weekly payroll and maintains and issues uniforms to officers of the Department. As well, the Postholder undertakes associated duties, as requested by the Administrative Officer, to support the efficient operations of the Administration Section.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Accounts Assistant has limited decision making authority in the discharge of the duties and responsibilities of the post and makes routine decisions on matters related to the payroll, receipt of cash and the payment of invoices within the guidelines established by financial instructions and directives from the Administrative Officer. The decisions are not significant enough to have severe impact on the organisation.</p> <p>2.3 To which position does this post report directly? The Administrative Officer</p>
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<p><b>3. ESSENTIAL KNOWLEDGE &amp; SKILLS</b></p> <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 Accounts Assistant must possess good customer relations, communications, time management, organisational, numeracy and problem-solving skills. Good telephone etiquette is also necessary.</p> <p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Accounts Assistant must be conversant with Word and Excel, Computerized Accounting Systems, Financial Instructions, Financial Information Management System (FIMS), AS 400, etc. In addition, the Postholder must be</p>
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capable of using a cash register.

#### 4. MINIMUM EXPERIENCE REQUIRED

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.

A minimum of two (2) year's relevant experience undertaking accounting and bookkeeping 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 Postholder must have successfully completed the BSC and a course of one (1) year's duration in basic Accounting or Bookkeeping.

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. N/A

##### 6.2 Non-Staff Budget and Revenue Streams

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 Postholder 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 on-going active tasks. The Accounts Assistant must have a genuine interest in serving and assisting the public with a pleasant demeanor, be able to work in a dynamic and challenging environment and must be committed to performing duties to the highest standard.

## 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 BOOKKEEPING DUTIES

- 8.1.1 Records and reconciles daily cash intake and coupon receipts from the Bermuda Aquarium, Museum and Zoo (BAMZ) and reconciles the cash with the records provided by the Cashier/Receptionist. Prepares intake of deposit and submits to the Accountant General's Cashier.
- 8.1.2 Processes the accounts payable for the goods and services, used by the Department of Conservation Services, in a timely manner, to secure any discounts that are offered. Responds to inquiries from managers and suppliers in respect to the processing of accounts payable.
- 8.1.3 Issues purchase orders for supplies and materials and checks that all the relevant information is included in the requisition form. Inputs details of the purchase orders into the Financial Information System (FIMS).
- 8.1.4 Checks the details of the invoices against the purchase orders and, if correct, completes the payment process. If incorrect, advises the Administrative Officer, for action. Batches the invoices and vouchers and submits to the Administrative Officer, for submission to the Accountant's General's Department. Enters details into FIMS.
- 8.1.5 Responds to inquiries from managers and suppliers in respect to the processing of accounts payable.
- 8.1.6 Files documents, as necessary.

#### 8.2 PREPARATION OF THE WEEKLY PAYROLL

- 8.2.1 Reviews the time sheets submitted by the managers, confirming the hours worked, rate of pay, etc. Records the information on the weekly wages input sheets, for submission to and approval by the Administrative Officer.
- 8.2.2 Processes the weekly payroll for staff upon receiving approval from Administrative Officer. Ensure the relevant deductions are made..

#### 8.3 GENERAL ADMINISTRATIVE DUTIES

- 8.3.1 Maintains an inventory of tools and equipment purchased and the Section to which they have been assigned.
- 8.3.2 Maintains records and inventories of uniforms and issues to staff, as necessary. Maintains a list of local and overseas suppliers and contacts them when additional supplies are needed. Prepares and issues the purchase orders.

#### 8.4 ASSOCIATED DUTIES

- 8.4.1 Acts as relief Cashier/Receptionist at the BAMZ reception; sells tickets, answers queries from the public and on the telephone, both internal and external.
- 8.4.2 Acts as relief telephonist, when necessary, and takes and forwards calls to other officers, as appropriate.
- 8.4.3 Undertakes additional duties, as requested by the Administrative Officer.