

JOB DESCRIPTION

JOB TITLE:	Project Control Clerk
DEPARTMENT:	Construction and Engineering
REPORTING TO:	Project Cost Control Analyst

Summary:

The Project Control Clerk is required to assist the Project Cost Control Analyst in monitoring invoices to allow for tracking project costs while ensuring processing and payment in line with contractual agreements. The incumbent will also assist in the compilation of data and preparation of reports in accordance with pre-determined requirements

Education, Knowledge and Experience

- 5 CXC or GCE O'level passes, including Mathematics, English Language and Accounts
- 2 A'level passes, including Accounts
- Basic knowledge of Accounting principles
- Proficiency in the use of Office Tools and software relevant to job functions
- A minimum of two (2) years' performing similar functions

OR

Equivalent combination of Qualification and Training and Experience

Key Functions and Responsibilities:

- Receives register payment certificates received by the Project Cost Control Unit
- Reviews and analyses payment documentation to determine the accuracy of payment information
- Ensures all relevant supporting documents are attached to Interim Payment Certificates for completion of the Payment Documents (invoices, valuation reports Bill of Quantities, Taking Over Certificates, Performance Certificates, Final Accounts, etc.).
- Maintains electronic filing systems for Payment Certificates and associated log sheets
- Records and tracks contract variations issued to contractors in accordance with the approved format
- Maintains electronic records of Letter of Awards and Contracts issued for projects in accordance with approved filing system.

- Generates on a weekly basis reports on the invoices reviewed within the period
- Maintains the listing of projects created within the Document Referencing System, and files all New Project Information Forms.
- Investigates and responds to queries on the status of payment certificates, and contract balances on projects
- Assists with routine administrative duties as assigned
- Performs any other duties related to the job function as may be assigned

Dimensions and Scope of Role

- Operate within Policies and Procedures of the Corporation
- Operate in accordance with State Financial Procedures
- Operate within International Accounting Standards
- Operate within the relevant Laws and Regulations

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the significance to the success of the business; demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving: Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit

Key Performance Indicators

- Reports completed 100% accurate and as scheduled
- All records maintained as per procedures
- ‘0’ complaints from internal or external customers