

JOB TITLE: VAULT ATTENDANT

JOB ID: T13

Old JOB Number:

REPORTS TO: ACCOUNTANT/SUPERINTENDENT OF RECORDS

Date revised: 1900-01-

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To file vouchers and records in an orderly manner for retrievals.

KEY OUTPUTS:

- Safely and orderly filed vouchers and records.
- Easy and timely retrieval of vouchers and records.
- Knowledge of vouchers and records on hand and on loans.

RANGE OF ACTIVITIES:

- Ensures that the Vault is opened and closed within specified hours.
- Ensures that unauthorised persons do not have access to the vault.
- Receives and signs all departmental recorded payment vouchers that are to be lodged.
- Supplies to the duly authorise officers any documents that may be requested and ensures that the same are returned intact and placed in their respective positions.
- Ensures that all documents are properly bounded and inventoried.
- Receives payment vouchers and records from Section.
- Enters Vouchers in "Records of vouchers Received" books.
- Attaches all returned cheque vouchers to the original and files same.
- Issues vouchers on request, through Supervisor.
- Maintains a daily record of all vouchers received from the main Bank Account.
- Files and retrieves all accounting Ledgers and documents.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A sound Primary Education is necessary. No previous experience needed as the person selected will be trained on the job.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- As the job is routine, no decision making is necessary, however, errors in filing or misplacement of vouchers will result in undue delays.

RESOURCE MANAGEMENT:

- The incumbent is not responsible for any staff. He/she is not a budget holder.

COMMUNICATIONS: Simple oral Communication with Administration and receipt and payment staff.

WORKING CONDITIONS: Normal working conditions. The incumbent is exposed to dusty work. He/she also has to climb to retrieve vouchers and records.