



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: VOUCHER ATTENDANT

REPORTING TO: ASSISTANT ACCOUNTANT

SALARY SCALE: BAND 2

The Voucher Attendant is responsible for managing the Voucher Room.

Key duties and Responsibilities

- Maintains the voucher room ensuring that all payment vouchers are stored safely
- Responsible for filling /storing of all payment voucher
- Retrieves payment voucher in the case of queries
- Answer questions about records and files stored in voucher room
- Record or stamp identification numbers or codes in order materials for filing.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to storage/archive according to file maintenance guidelines and/or legal requirements.
- Find and retrieve information from files/storage in response to requests from authorized users.
- Track materials removed from voucher room in order to ensure that borrowed files are returned.
- Perform general office duties such as typing, operating office machines, and assist in sorting mail entering the department.
- Undertakes any other task assigned

The job holder must have 5 CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English.

Requirements

Must be computer literate in the use of MS Word and Excel

Supervisory Responsibility

This job holder will not be responsible for supervising any personnel.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

*Prepared by: Ms. J Blackman
Senior Human Resource Officer*

Dated : 2019-09-26