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சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

<b>A. Description of position</b>	
<b>A1. Job Title:</b>	Accountant (Finance ) Planning
<b>A2. Salary Code:</b>	SL – 01 (2006)
<b>A3. Institution:</b>	Ministry of Healthcare and Indigenous Medical Services
<b>A4. Department/Division:</b>	Finance (Planning) Unit, Management Development and Planning Unit
<b>A5. Service Category:</b>	Sri Lanka Accountant Services
<b>A6. Grade/class:</b>	II/ III

**A7. Summary of job:**

Assist the Deputy Director General (Planning) in monitoring the utilization of capital budget (local and foreign funds).

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Preparation of Capital Estimates	1. Availability of a timely capital estimate for the ministry
2. Financial review of budget proposals for training programmes and purchasing of items under foreign funded projects	2. Number of capital projects completed

3. Preparation of monthly Progress Reports	3. Number of focus group discussions and other similar studies conducted
4. Preparation of Performance Report for the budget debate	4. Availability of a complete and timely performance report
5. Coordinate the introduction of costing mechanism to relevant healthcare institutions	5. Percentage of hospitals implemented the cost accounting system
6. Responding to audit queries/reports relevant to MDPU	6. Number of audit reports/queries addressed
<p><b>B3. Supervisory responsibilities (direct &amp; indirect):</b> Supervision of all staff under the Director/Finance planning</p>	

**B4 Tasks/ functions (duty list):**

1. Capital Budget Estimate
  - Prepare the Annual Capital Budget Estimate based on the approved works/ activities / projects
  - Submit the annual Capital budget Estimate to the Department of National Budget of the Ministry of Finance through the Secretary to the Ministry of Health to include in the Annual Budget Estimate
  
2. **Training Programmes, Workshops, Seminars under local and foreign funded projects**
  - Evaluate all budget proposals for training programmes, workshops, seminars submitted by programme directors and recommend for approval
  - Review of statement of expenditure of projects and programmes.
  
3. **Financial Inputs**

Provide inputs for the Annual Health Bulletin, annual performance report and national health accounts of the ministry
  
4. Publish performance and progress report for the budget debate in coordination with Director/ Health Information

5. Prepare financial progress reports on capital projects/works
  - Collect the information (monthly) for preparing the financial progress reports
  - Prepare financial progress reports of capital projects/works
  - Submit the financial reports to the Department of Project Monitoring, Precedential Secretariat, Secretary /MoH.
6. Facilitate the establishment of Cost Accounting Units in relevant health institutions
  - Co-ordinate introduction of costing system to health institutions
  - Collection of monthly reports from the Cost Accounting Units and publish
7. Assist in preparation of audit reports relevant to the MDPU
8. Present financial progress at the Hon. Minister's meeting
9. Prepare performance and progress report to the Parliamentary Budget debate
10. Any other duties assigned by head of institution

### **C. Person Specifications**

#### **C1. Minimum Educational Qualifications:**

- As per the latest Accountants' Service Minute.

#### **C2. Skills required:**

- Communication skills, problem solving skills, organization skills, decision making and analytical skills.

#### **C3. Competencies (General & Career):**

- Should be knowledgeable in financing, resource allocation and utilization, planning and administration, rules and regulations of government of Sri Lanka for ensuring efficient use of funds for health.



**C4. Special circumstances affecting the job, associated risks/working conditions:**

- Represent ministry interest at national level and audits, inquiries and other matters.

**C5. Service Standards:**

- Should abide by service minutes, rules and regulations, circulars and guidelines of Government of Sri Lanka and Ministry of Health

**C6. Values and ethics:**

- Should follow a high personal & professional code of ethics
- Maintain dignity and respect in line of Authority and government and Health Ministry regulations

**C7. Responsibility of facilities and resources:**

- Responsible for inventoried items within the unit.

**D. Key Relationships**

<b>D1. Authorising Officer:</b>	Director General of Health Services
<b>D2. Reporting to:</b>	Deputy Director General (Planning)
<b>D3. Supporting staff:</b>	<ul style="list-style-type: none"><li>• Assistant Director/Program and Planning Officer,</li><li>• Development Officer,</li><li>• Management Assistant</li><li>• Health Service Assistants</li><li>• Any other staff attached to the directorate</li></ul>

**D4. Approved by:**



**Director General of Health Services**

Date: 2022.04.14

**Dr. ASELA GUNAWARDENA**  
Director General of Health Services  
Ministry of Health  
"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.



**Secretary**

Date: 25.04

**Dr. S. H. Munasinghe**  
Secretary  
Ministry of Health  
"Suwasiripaya"

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Colombo 10. Sri Lanka.