



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 110**

**OSC Ref. C.6272<sup>14</sup>**

14<sup>th</sup> May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the posts of **Payment Officer (FMG/AT 2) – (3 posts: 2 Vacant; 1 Not Vacant)** in the **Finance and Accounts Division, Office of the Prime Minister (OPM)**, salary range \$917,085 - \$1,090,176 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Senior Payment Officer and following general acceptable accounting principles, the Payment Officer prepares and posts Payment Vouchers and generates Purchase Orders for the procurement of goods and services.

### **Key Responsibilities**

- Prepares Payment Vouchers and Purchase Orders;
- Checks and codes bills;
- Prepares Payment Vouchers according to the correct code classification and submits for post check;
- Posts data on Payment Vouchers to Government Financial Management System (GFMS);
- Checks Purchase Order requisitions to ensure they are authorized and comply with established procedures;
- Contacts relevant personnel for clarification/verification of information where necessary;
- Posts data on Purchase Order requests to the GFMS;
- Enters prepared Purchase Orders in the Register for distribution to suppliers;
- Assists in research to obtain information pertaining to audit or customers' queries;
- Assists with the processing of documents as it relates to Access to Information (ATI) requests;
- Checks and updates Stock Record of blank cheques.

### **Required Knowledge, Skills and Competencies**

- Good time management and organizing skills
- Good presentation skills
- Good oral and written communication skills
- Good teambuilding and interpersonal skills
- Keen eyes for detail
- Proven ability to be flexible and adapt to workplace changes
- Ability to work under pressure and meet tight deadlines
- Knowledge of the laws, regulations, principles and practices relating to Public Sector Accounting
- Computer literate with knowledge of Accounting, Word Processing and Spread Sheet Software

### **Minimum Required Qualification and Experience**

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND **or**;
- Government Accounting Level 2 – Modules 1-5.

Applications accompanied by résumés should be submitted **no later than Thursday, 28<sup>th</sup> May, 2020 to:**

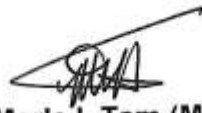
Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer