



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 133

OSC Ref. C.4860⁸

15th June, 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 the **vacant post of Accounting Clerk (FMG/AC 2)** in the **National Investment Secretariat Unit, Ministry of Labour and Social Security (MLSS)**, salary range \$754,259 – \$896,577 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be responsible for performing a range of Clerical, Accounting and Bookkeeping support functions.

Key Responsibilities

- Maintains files of source documents and other information related to accounting activities;
- Prepares Payment Vouchers for the National Investment Fund (NIF) and its subsidiary companies;
- Maintains the Printed Cheque Register for the NIF and its subsidiaries;
- Prepares bank lodgements for the NIF and its subsidiaries;
- Maintains Cheque Log Book;
- Maintains Cheque Register for the NIF and its subsidiaries;
- Enters cashbook transactions for the NIF and its subsidiaries in the Electronic Cashbook System;
- Enters General Ledger transactions for the NIF and its subsidiaries in the Electronic General Ledger;
- Prepares reports and schedules as required;
- Maintains Fixed Asset Register;
- Prepares Audit schedules as required;
- Prepares General Consumption Tax (GCT) and GCT Withholding Schedule;
- Reconciles GCT and GCT Withholding payments;
- Assists with preparation of statutory returns;
- Ensures that accounting data back-up are conducted daily;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of simple accounting practices
- Basic knowledge of Data Entry and Microsoft Applications
- Good oral and written communication skills
- Good numeric skills

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

Applications accompanied by résumés should be submitted **no later than Friday, 26th June, 2020 to:**

Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4

Email: resume@mlss.gov.jm

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