



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 135**

**OSC Ref. C.4857<sup>15</sup>**

**22<sup>nd</sup> 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 **Assistant Accountant – Accounts Receivables (Level 5)** in the **Maritime Authority of Jamaica (MAJ)**, salary range \$1,675,305 – \$2,177,898 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Finance and Accounts Manager, the Assistant Accountant - Accounts Receivables, is responsible for the efficient and effective operation of the Accounts Receivables Section of the Maritime Authority of Jamaica (MAJ). The incumbent is also responsible for maintaining the required accounting principles and standards.

The job is to be performed in such a manner that the Sections/Unit of the Directorate becomes an integral part of the service quality and image of the MAJ.

### **Key Responsibilities**

- Provides supervision of the Accounts Receivables Officer and ensures that all accounting functions/activities are carried out in an efficient and effective manner, and are in keeping with the established accounting standards;
- Ensures that Financial Accounting policies and procedures are in place and adhered to and all transactions are accurately recorded in a timely manner;
- Supports the effectiveness of the Unit through the execution of the following activities by:
  - ✓ Processing applications, preparing and recording invoices and receipts in a timely manner
  - ✓ Reviewing Monthly Receivables Statements for clients and debtors and preparing and submitting reports to the Finance and Accounting Manager
  - ✓ Reviewing and certifying (monthly), the Aged Accounts Receivables Schedule and submitting to the Finance and Accounting Manager for approval
  - ✓ Reviewing monthly Debtors' Reports (JSR & Asian Clients) and submitting reports to the Finance and Accounts Manager and to JSR and Asian Clients
  - ✓ Liaising with the Registrar of Ships, Registrar of Seamen and Director of Safety, Environment and Certification to ensure that data needed for timely processing of the General Ledger is provided;
- Interprets related policies and procedures and ensures their timely implementation;
- Maintains customer relations with stakeholders to include customers, vendors/suppliers and agencies/organizations.

### **Human Resource Management:**

- Provides supervisory oversight for the activities carried out by the Accounts Receivables Officer;
- Establishes objectives and monitors supervisee's performance in accordance with the goals and objectives of the Directorate;
- Participates in the recruitment and selection of staff and the administration of discipline in accordance with MAJ policies and the Labour Laws of Jamaica;
- Identifies and recommends requisite training and development for staff under supervision;
- Conducts performance appraisals for staff supervised and ensures that the required follow-up action is taken;
- Undertakes and performs other related functions assigned from time to time.

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

- Excellent knowledge of established accounting processes and standards
- Excellent knowledge of the Financial Administration and Audit (FAA) Act
- Excellent knowledge of the Jamaican Taxation and relevant statutory regulations
- Working knowledge of audit techniques
- Proficiency in the use of technology and accounting software and Microsoft Office
- Excellent knowledge of the Organisation's policies and procedures
- Good presentation and oral and written communication skills
- Excellent supervision, interpersonal and teamwork skills
- Good problem-solving and decision-making skills

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

- ACCA Level II or Bachelor of Science Accounting or equivalent qualification, **plus** at least three (3) years' experience in an Accounting Department with at least one (1) year of Accounts Receivable experience, **or**;
- Diploma in Accounting or equivalent qualification, **plus** at least five (5) years working experience in an Accounting Department, with at least one (1) year of Accounts Receivable experience.

### **Special conditions Associated with the Job**

- May be required to work overtime and at short notice;
- High levels of concentration.


Applications accompanied by résumés should be submitted **no later than Friday, 3<sup>rd</sup> July, 2020 to:**

**Human Resource Manager  
Maritime Authority of Jamaica  
12 Ocean Boulevard  
Kingston**

Email **creid@jamaicaships.com**

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**