



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 130

OSC Ref. C.4858³⁵

12th 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 be assigned to the post of **Checking Supervisor (FMG/PA 2)** in the **Finance and Accounts Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Manager, Accounts Payables (FMG/PA 3), the Checking Supervisor (FMG/PA 2), is responsible for co-ordinating and monitoring the activities in the Checking Unit and to ensure that the documents submitted for voucher preparation within the Unit are authentic and complete with regards to their propriety, regularity and the basis of payment and that there is a:

- ✓ Timely and accurate payment of bills, contracts, grants and contributions;
- ✓ Timely and accurate reimbursement of Imprests;
- ✓ Timely processing of all Travel Payments.

Key Responsibilities

Management/Administrative:

- Represents the Ministry at meetings, conferences and seminars;
- Provides advice or guidance to the Principal Finance Officer on financial matters;
- Ensures that the Accounting and Financial records of the Ministry are maintained in accordance with established procedures;
- Participates in the preparation of the Operational Plan of the Division;
- Participates in the preparation and maintenance of the procedural manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting response to Audit queries whenever they arise;
- Reviews and revised the workflow in processes in the Checking Unit;
- Prepares Status Report and Units activities.

Technical/Professional:

- Ensures that vouchers are properly authenticated;
- Checks to ensure that vouchers have the Head, Subhead, Object and Sub-object against which payment is made;
- Verifies Transaction Reference Number (TRN), name and address of the person to whom payment is made;
- Verifies that the amount payable both in figure and words is clearly stated;
- Ensures that the nature of the payment is clearly stated on the supporting documents;
- Ensures that contracts are properly covered with the appropriate certificate recommending payment and a copy of the contract document is provided;
- Checks the authority for payment against the voucher;
- Issues objection slips through the Director to Programme Managers whenever there is any discrepancy;
- Ensures that vouchers are properly entered on the Government Financial Management System (GFMS);
- Ensures that contracts, bills and invoices registers are maintained;
- Ensures that the Tracking System is updated with all incoming bills in the Unit;
- Ensures that Registers are maintained;
- Ensures reports are prepared and submitted according to established timelines;
- Authorizes Payment Vouchers;
- Visits outstations and provides technical support and guidance.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills
- Ability to work and lead in teams
- Good analytical, problem solving and judgment skills
- Good customer relations skills
- Strong leadership skills
- Good interpersonal skills
- Good planning and organizing skills

Technical:

- Good knowledge of the Financial Administration and Audit (FAA) Act, other associated Legislation, Circulars, directives and Bulletins
- Good knowledge of Government Accounting
- Proficiency in the use of relevant/applicable computerized Accounting Systems
- Proficiency in the use of Microsoft Applications (Word, Excel, Outlook, Power point)
- Good knowledge of Accounts Payables, Government of Jamaica's (GoJ's) Payment Process and GAAP
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of Internal Controls
- Knowledge of GoJ's Procurement Process

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Condition Associated with the Job

- Will be required to travel island-wide.


Applications accompanied by résumés should be submitted **no later than Thursday, 25th June, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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**