



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 132
OSC Ref. C.4858³⁵

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 be assigned to the post of **Payment Officer (FMG/AT 2) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Payment Officer (FMG/AT 2) is responsible for:

- Performing relief Cashier functions;
- Preparing and inserting payment vouchers;
- Preparing and issuing Contractor Levy Certificates for all Heads of Estimates, Jamaica Dairy Development Board (JDDDB) and deposit;
- Maintaining cash books, accounting records and files;
- Preparing ad-hoc/specific reports;
- Preparing Direct Debit advices.

Key Responsibilities

Management/Administrative:

- Maintains strict control over the access by persons to the Payments and Collection Sections;
- Participates actively in the Annual Board of Survey;
- Maintains Accounting files and records.

Technical/Professional:

- Assists with preparing and issuing receipts for cash and cheques collected, ensuring that the amounts received are correct and receipts are properly drawn;
- Assists with lodging amounts received to the appropriate bank accounts;
- Assists with updating and balancing Cash Revenue books on a daily basis;
- Issues cheques to individuals upon presentation of proper identification;
- Prepares/inserts Payment Vouchers on the Government Financial Management System (GFMS) for all heads of estimates and deposit;
- Updates and maintains the Cash Book for Jamaica Dairy Development Board (JDDDB);
- Prepares Funds Transfer Reports and submits within agreed timeframe;
- Prepares and issues certificates for Contractor's Levy;
- Updates and maintains Register for Contractor's Levy;
- Assists with updating the Tracking System;
- Assists with the filing and dispatching of vouchers to the Voucher Room;
- Prepares Direct Debit Advices and emails to Tax Administration Jamaica (TAJ) for specific electronic transfers.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relations and interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Good management skills
- Ability to work on own initiative

Technical:

- Knowledge of the Financial Administration and Audit (FAA) Act, other associated legislation, circulars, directives and bulletins
- Good knowledge of the Government of Jamaica's (GoJ's) and Ministry's policies and procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized Accounting systems
- Knowledge of Accounts Payables and GoJ's payment process
- Knowledge of internal controls

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 Friday, 26th 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**