



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 155

7th July, 2020

OSC Ref. C.4515/S3

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 **Final Accountant (FMG/AT 3)** in the **Finance and Accounts Division, Court Administration Division (CAD), Supreme Court**, salary range 1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Final Accounts Manager, the incumbent is responsible for monitoring the accuracy and completeness of the accounting records generated by the Courts representing amounts deposited and disbursed, and amounts held by the Courts on behalf of “clients” of the Courts.

Key Responsibilities

Technical/Professional:

- Verifies that amounts collected are lodged to the correct bank account (fines, affiliation, suitors, bail, costs, etc.);
- Verifies that all amounts paid out are correctly allocated;
- Verifies that accurate records exist for amounts held on account of suitors, affiliation and surety (bail) payments and Accountant General for costs collected;
- Verifies that bank current accounts are reconciled each month and reconciling items promptly cleared;
- Verifies that bank charges are reimbursed;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Government Accounting principles and practices
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Excellent working knowledge of relevant computer application (FMIS)
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Ability to work in teams

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.
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Applications accompanied by résumés should be submitted **no later than Thursday, 17th July, 2020 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5

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