

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 197**  
**OSC Ref. C. 4858<sup>36</sup>**

**14<sup>th</sup> August, 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 **Accounting Clerk 2 (FMG/AC 2) – (Not Vacant)** in the **Research and Development Division (Bodles, Old Harbour), Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$754,259 - \$896,577 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the supervision of the Professional Accountant (FMG/PA 2), the Accounting Clerk (FMG/AC 2) is responsible for maintaining all statutory deduction records and to ensure that all payments for personal and statutory deductions are correct in keeping with Government policies and the FAA Act.

**Key Responsibilities**

- Prepares and post all deductions from earning records to the relevant cards
- Prepares Annual Returns for statutory deductions
- Prepares and maintains deduction control by sorting and collecting figures from Summary Sheets
- Certifies Vouchers for payments of deductions
- Assists in the preparation of Bank Reconciliation Statement
- Maintains and updates Gas Register
- Performs any other related duties assigned by Professional Accountant (FMG/PA 2)

**Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Knowledge of the operations of Government and knowledge of the Ministry's policies and procedures
- Good customer relations skills

**Minimum Required Qualification and Experience**

- AAT Level 2 or;
  - ACCA – CAT Level B
- OR**
- Four (4) CSEC including English and Mathematics or Principles of Accounts
  - Previous Accounting Experience will be an asset
  - In-Service training courses in Government Accounting and Voucher Preparation are assets.

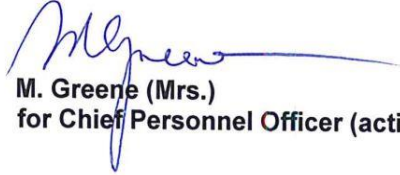
Applications accompanied by Résumés should be submitted **no later than Thursday, 27<sup>th</sup> August, 2020 to:**

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

Email: [hrm@micaf.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer (acting)