



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. 217
OSC Ref. C. 6276¹²

3rd September, 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 **Collection and Disbursement Officer (FMG/AT 1)** in the **Ministry of Local Government and Community Development**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Accounts Payable and Disbursement Manager, the incumbent is responsible for the collection and lodgment of all monies, the dispatch of cheques and the maintenance of Petty Cash Imprest.

Key Responsibilities

Technical/Professional

- Prepares and issues receipts for cash and cheques collected ensuring that all amounts received are correct and receipt is properly drawn;
- Lodges amount received promptly to the relevant bank account;
- Posts and balances Receipts Cash Book on a daily basis;
- Posts receipts and lodgments to the FINMAN System (FINMAN);
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Maintains Petty Cash Imprest, making authorized payments and obtain Petty Cash reimbursements, when necessary;
- Receives cheques for printing;
- Ensures that cheques are printed against vouchers;
- Writes cheque numbers on Payment Vouchers;
- Files Payment Vouchers;
- Performs any other duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Excellent technical skills
- Good use of technology

Minimum Required Qualification and Experience

- AAT Level 1 or;
- ACCA – CAT Level 1 or;
- Certificate in Public Administration, UWI or;
- Certificate in Management Studies, UWI or;
- Diploma in Business Administration from a Community College or;
- Certificate in Accounting from a recognized University or;
- Certificate in Government Accounting, ie. Level 1 Modules 1-5 or;
- Completion of first year in Bachelor of Science Degree in Accounting or Management Studies or;
- BBA at a recognized University or; Completion of first year of Associate of Science Degree in Accounting, MIND.

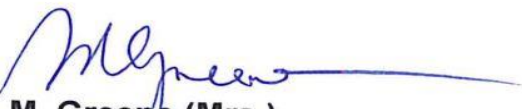
Applications accompanied by Résumés should be submitted **no later than Wednesday, 16th September, 2020 to:**

**The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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)**