

OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 215 **OSC Ref. C. 4858³⁶**

2nd 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 Journal Officer (FMG/AT 1)** in the **Finance & Accounts Division, Hope Gardens, Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Final Accountant, the Journal Officer (FMG/AT 1), is responsible for the entering of vouchers on the FinMan and assists in the preparation of the final accounts.

Key Responsibilities

- Prepares journal vouchers according to the correct code classification
- Inserts journal vouchers in FINMAN System
- Enters summary information from journal vouchers into memorandum register
- Files journal vouchers sequentially
- Cross reference journal vouchers by recording journal voucher number and date on relevant payment vouchers
- Performs any other related duties that may be assigned from time to time by the Senior Final Accountant and the Director, Final Accounts and Reporting

Required Knowledge, Skills and Competencies

Core

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

Technical

- Knowledge of the FAA Act and other associated legislations
- Good knowledge of Government of Jamaica and Ministry's Policies and Procedures
- Knowledge of Government Accounting.
- Ability to use Microsoft Office applications viz Word, Excel, Outlook
- Knowledge of relevant/ applicable computerized accounting systems.
- Knowledge of Internal Controls
- Knowledge of preparation of journals

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 eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of first year in B.Sc. In Accounting or Management Studies at a recognized university or;
- Completion of first year of Associate of Science In Accounting at MIND
- Previous Accounting experience will be an asset

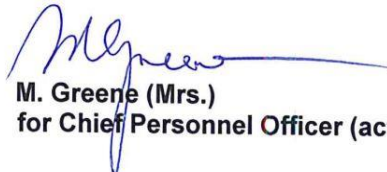
Applications accompanied by Résumés should be submitted **no later than Tuesday, 15th September, 2020 to:**

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.



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