



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 260 **OSC Ref. C. 4664¹²**

20th October, 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 as **Revenue Officer (FMG/AT 3) (not vacant)** in the **Accountant General's Department**, salary range \$1,145,582 to \$1,361,737 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Revenue Analyst, the Revenue Officer is responsible for recording, posting and journalizing entries related to revenue so that a complete set of records related to GOJ revenue can be produced each month for effective revenue management and in compliance with the FAA Act. This position is required to complete a very large volume of work to process all revenue received to the Central Treasury Management System (CTMS) daily.

Key Responsibilities

Technical

- Posts receipts to the Consolidated Fund/Revenue Bank Accounts;
- Prepares Journal entries for approval;
- Prepares Cash Books and Bank Reconciliation for the Consolidated Fund/Revenue Accounts;
- Assists the Revenue Analyst with the preparation of timely and accurate Financial Management Reports, special reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports as requested;
- Acts as a Liaison Officer between the Treasury and other MDAs in accordance with defined procedures;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **Collaboration and Team Work:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.

- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure.
- Knowledge of Government Accounting;
- Sound knowledge of computerized Accounting System;
- Knowledge of international Public Sector Accounting Standards (IPSAS).

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.
- Experience in accounting with at least two (2) years' experience in Accounting, preferably in the Public Sector;

Special Conditions Associated with the Job

- Required to travel locally, pressured working conditions with numerous critical deadlines.
- This position requires up to 10% travel.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd November, 2020 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**