



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 264**  
**OSC Ref. C.4857<sup>15</sup>**

**27<sup>th</sup> 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 fill the vacant post of **Senior Manager, Accounts Payable and Disbursement (FMG/PA 3), Ministry of Transport and Mining**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent will be responsible for:

- Ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate and in compliance with established regulations, instructions, practices and standards;
- The timely processing of payables and the disbursement;
- Establishing and maintaining the Ministry's expenditure and clearing deposit, salaries, investment saving accounts and other special bank accounts;
- Monitoring the daily cash balances and ensuring that the balances held are agreed on a regular basis with the relevant Government Financial Management System (GFMS) Report;
- The day to day supervision of the Accounts Payable Unit, ensuring that the Unit's objectives are achieved.

**Key Responsibilities**

- Maintains records of all cyclical payments, as well as all routine or ongoing contractual obligations e.g. utilities, janitorial services, security services, consultancy services, travel claims, etc.;
- Ensures that invoices, bills etc. are received for all known cyclical and ongoing contractual obligations and that these are booked in the Accounts Payable;
- Ensures that payment requests are legitimate and ascertains measure and issues directives to account for prepaid and accrued expenses;
- Ascertains any new service for the acquisition of any goods, stores or assets which has or will give rise to a liability on the part of the Ministry;
- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers, etc.;
- Reviews on a continuous basis the existing accounting system to ensure the proper application of financial procedures so as to maintain the highest standards of integrity and where weaknesses exist takes the necessary action or makes recommendations to remedy same;
- Checks sample vouchers and claims before payments are made;
- Authorizes vouchers selected for payment on the Government Financial Management System (GFMS) in accordance with established Regulations, Instructions, practices and standards;
- Ensures that all payments are correctly classified according to fixed asset, expenses advance and settlement liability;
- Examines all incoming files, correspondence, claims and vouchers submitted to the Unit and assigned to the Senior Accounts Payable Officer for detail checking along with any note for their guidance;
- Monitors the work rate and work load of officers in the Unit, ensuring that there is an even flow and the absence of bottle necks in the processing of payments;
- Trains, assists and guides officers in the Unit on technical issues or in resolving problems encountered;
- Provides technical assistance and guidance to officers of the Accounts Payable and Disbursement Unit on issues related to the processing of payables, payment of contracts and or resolving problems encountered related to the GFMS Accrual Accounting

System;

- Maintains manuals and other directives in respect of the various accounting procedures, practices and systems to be observed and keep staff abreast of modification and updates to operational procedures;
- Ensures that the Unit's staff have adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively and makes the necessary recommendations where there are shortcomings;
- Maintains an effective working relationships with staff and ensures that the Section provides a consistently high level of service to its customers/clients by hosting regular meetings with staff to discuss current work status and strategies for improving the delivery of services;
- Evaluates the performance of staff in the Accounts Payable and Disbursement Unit;
- Oversees the administration of mechanical cheque signing process to ensure that proper internal controls are in place and that they are functioning properly;
- Ensures the daily reconciliation of the Cheque Signing Register with the machine counter readings each day;
- Ensures the proper maintenance and security of all records e.g. ledgers, registers in respect of contracts, utilities, Imprest/advances etc.;
- Verifies or arranges for the following records to be checked; Value Book, Utility Registers, Rent Register, Attendance Registers, Asset/Inventory Registers, etc.;
- Vets/signs cheques on behalf of PFO scrutinizing supporting documentation and vouchers to ensure that payment is in accordance with the Financial Administration and Audit (FAA) Act and other relevant instructions;
- Participates in the Ministry's Annual Budget Exercise;
- Ensures the timely remittance of all retention, Contractor's Levy, etc., made from Contractors/suppliers, etc., and ensures that the related annual returns are made.

### **Required Knowledge, Skills and Competencies**

#### ***Technical:***

- Excellent financial and analytical skills
- Expertise in accrual accounting
- Good grasp of Government of Jamaica's expenditure, budgetary and planning processes

#### ***Core:***

- Good problem-solving, leadership and team-building skills
- Excellent judgment, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent oral and written communication skills
- Skill in operating computerized accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration from a recognized University, **or**;
- ACCA Level 2, **or**;
- Associate of Science Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

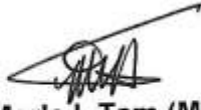
Applications accompanied by résumés should be submitted **no later than Monday, 9<sup>th</sup> November, 2020 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

**Email: [hr@mtw.gov.jm](mailto:hr@mtw.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer