



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No.
OSC Ref. C. 6210/S5¹⁸

25th November, 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 following **vacant** posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Mission Accounts Officer (FMG/AT 2), Mission Accounts Unit, (2 posts) (1 Vacant and 1 Not Vacant)** salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.
2. **Mission Accounts Officer (FMG/AT 1), Mission Accounts Unit, (Not Vacant)** salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.
3. **Payroll Officer (FMG/AT 1), Payroll Unit, (2 posts) (1 Vacant and 1 Not Vacant)**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.

1. Mission Accounts Officer (FMG/AT 2)

Job Summary

Reporting to the Supervisor, Mission Accounts, the Mission Accounts Officer is responsible for checking, verifying and reconciling Accounts submitted by Overseas Missions assigned with Headquarters Accounts in accordance with the Financial Administration and Audit Act and other relevant Financial Instructions.

Key Responsibilities

- Examines the Accounts submitted by Overseas Missions assigned to ensure that all vouchers are properly coded and to ascertain whether any improper payments and unauthorized advances have been made. This involves checking:
 - Receipts against the Receipts Schedule
 - Payment Vouchers against the Payments Schedule
- Posts verified receipts and payments to the Receipts and Payments Book;
- Checks Bank Statements submitted by Missions against Adjustment Vouchers (related to bank transactions);
- Posts entries related to Bank transactions in the Journal Book and prepares monthly summary;
- Checks Adjustment Vouchers submitted by Overseas Missions for non-bank transactions and posts entries to Journal Book. Prepares Adjustment Vouchers as instructed by supervisor, if necessary;
- Posts summary of monthly transactions for Missions assigned from the Journal Book and Adjustment Voucher File to the Mission Ledger and the General Ledger;
- Extracts information to prepare the Trial Balance which is placed on the Submission of Accounts File.
- Compares Trial Balance extracted from Ledger Accounts against Mission's Trial Balance. Takes follow-up action as required if discrepancies are noted;
- Maintains subsidiary ledgers for Expenditure, Advances and Deposits;
- Posts monthly summary of expenditure, advances and deposits for Missions assigned. Extracts figures from Receipts and Payments Book, Journal Book and Adjustment Voucher Summary;
- Assists in monitoring outstanding Advance Account Balances. Notifies supervisor re inactive balances in excess of three months with a view to initiating action towards the clearance of these balances;

Required Knowledge/Skills/Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade.
- Sound knowledge of the Financial Administration and Audit Act and the Staff Orders
- Comprehensive knowledge of Government accounting principles and practices.
- Ability to maintain standard accounting records and to prepare statements of accounts status
- Good interpersonal and customer service skills.
- Ability to work in teams.
- Good oral and written communication skills.
- Good organizing skills.
- Working knowledge of relevant computer applications.

Minimum Required Qualification and Experience

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5.

2. Mission Accounts Officer (FMG/AT 1)

Job Purpose

Reporting to the Supervisor Mission Accounts, the Mission Accounts Officer is responsible for checking, verifying and reconciling Accounts submitted by Overseas Missions assigned with Headquarters Accounts in accordance with the Financial Administration and Audit Act and other relevant Financial Instructions.

Key Responsibilities

- Examines monthly submissions to ensure that all relevant documents have been submitted for each Mission assigned;
- Examines Payment Vouchers submitted by Missions assigned to ensure expenditure is in accordance with the relevant statutes and Financial Regulations;
- Confirms accuracy of coded payments and receipt schedule for the Missions assigned, as applicable;
- Examines official receipts submitted by Missions assigned to ensure that all receipts are completed in accordance with the relevant Financial Regulations and checks duplicate copies and duly cancelled receipts submitted against the relevant receipts schedule;
- Checks Bank Statements submitted by Missions assigned against relevant Journal Vouchers to ensure that all transactions are correctly processed;
- Checks and verifies Journal Summary;
- Checks adjustment vouchers submitted by Missions assigned to ensure correctness for non-bank transaction;
- Posts verified expenditure figures to Calculation Sheets and Appropriation Statements for Missions assigned;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade.
- Sound knowledge of the Financial Administration and Audit Act and the Staff Orders
- Comprehensive knowledge of Government Accounting principles and practices.
- Ability to maintain standard accounting records and to prepare statements of accounts status
- Good interpersonal and customer service skills.

- Ability to work in teams.
- Good oral and written communication skills.
- Good organizing skills.
- Working knowledge of relevant computer applications.

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
- At least two years' experience in Government accounting

3. Payroll Officer (FMG/AT 1)

Job Purpose

Under the general supervision of the Payroll Manager, the Payroll Officer is responsible for preparing salaries for monthly and fortnightly paid employees. This involves research and abstracting historical payroll data, preparation of returns, completion of forms, assisting in the posting of payroll data and the computation of salary arrears.

Key Responsibilities

Salary Computation

- Has responsibility for the accurate and timely preparation of the monthly and fortnightly payrolls assigned;
- Receives and posts all relevant information in connection with the payment of salaries to the Payroll System;
- Computes all related salary changes for fortnightly and monthly paid staff;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Reconciles the "on and off" salary Control Register for each payroll run ensuring that the relevant payroll data is accurately inserted and any differences/errors are promptly corrected;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes re acting appointments etc;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched for delivery to relevant institutions.

Deductions and Returns

- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS, Education Tax and NHT are made promptly at the end of the year;
- Assists in the preparation of Personnel Emoluments Budgets by providing the Management Accounts Unit with the relevant particulars on each member of staff;
- Provides letters to organizations or employees to verify payment of statutory deductions.

Required Knowledge, Skills and Competencies

- Skill in operating computerized accounting systems
- Sound knowledge in payroll accounting
- Good grasp of and working knowledge of GOJ regulations related to public sector payments.
- Good analytical
- Good organizing skills
- Good oral and written communication skills
- Ability to exercise good judgement
- Good problem solving skills
- Good teambuilding skills
- Ability to cope well under pressured working conditions to meet deadlines

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
- At least two years' experience in Government accounting

Applications accompanied by Résumés should be submitted **no later than Tuesday, 8th December, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

E-mail: hrmassistant@mfaft.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**