



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. 313
OSC Ref. C. 4860⁹

1st December, 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 Labour and Social Security**:

1. **Disbursement/Checking Officer (FMG/AT 2)**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.
2. **Assistant Payment Officer (FMG/AT 1)**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.
3. **Assistant Final Accounts Officer (FMG/AT 1)**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.

1. Disbursement/Checking Officer (FMG/AT 2)

Job Summary

To be a senior checker of bills, claims, invoices etc. to ensure their validity and accuracy and for entry to accounts payable.

Key Responsibilities

- ***Checks all regular bills, claims, vouchers assigned, ensuring that there is probity, propriety, regularity, authenticity and accuracy of claim and checks Imprest Reimbursement Claims, contract and other technical vouchers or claims;***
- Checks all vouchers assigned thoroughly for the following:
 - the presence of an approved commitment requisition
 - the presence of necessary bills/claims/documents, authority etc. and that it has been countersigned by the Programme Manager where necessary
 - arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductibles;
 - adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on inventory
 - adherence to the FAA Act, FAA Act Financial Regulations, FAA Act Instructions, staff orders and all other pertinent statutes
 - the accuracy of the account codes and other information recorded on the voucher;
 - all other checks as deemed necessary;
- Signs vouchers "**checked**" that are correct in all regards;
- Enters all checked vouchers into accounts payable.

Required Knowledge/Skills/Competencies

- Good team skills
- Excellent interpersonal skills.

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.
- Experience in the Public Sector payments and accounts payable

2. Assistant Payment Officer (FMG/AT 1)

Job Purpose

Responsible for the collection of PATH beneficiary cheques and payment listings returned by each of the Ministry's network of 13 Parish Offices and ensure that cheques are tallied and properly recorded.

Key Responsibilities

- Ensures that beneficiary cheques being returned are accurately recorded on the necessary sheets i.e. **(P1, P3, and P4)**;
- Matches returned beneficiary cheques against P4 Form Cheque listings;
- Tallies amount of cheques accumulated by Parish, sorts by reason returned e.g. **(deceased, uncollected, or N.I.S pensioner...)**;
- Issues PATH and Poor Relief beneficiary cheques to the respective Parish Administrators.;
- Assists in the printing and sorting of cheques;
- Maintains records submitted from Local Offices;
- Posts payments to the MCS.

Required Knowledge, Skills and Competencies

- Computer literate
- Basic knowledge of accounts.
- Work on own initiative.
- Good customer service and interpersonal skills.
- Must be able to multitask.

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. Assistant Final Accounts Officer (FMG/AT 1)

Job Purpose

To assist to reconcile cashed cheques with Bank Statements and ensure that returned cheques are properly entered in the software (ADAM).

Key Responsibilities

- Matches cashed cheques against electronic and physical Bank Statement
- Prepares Error Report for each month;
- Enters returned cheques in ADAM;
- Files physical Bank Statement;
- Prepares Summary of incomplete Bank Statements;
- Punches, labels and batches reconciled cashed cheques;
- Prepares report of cheques not found on the Bank Statement.

Required Knowledge, Skills and Competencies

- Knowledge of basic accounting
- Computer literate with basic knowledge of Microsoft excel and word
- Ability to perform monotonous tasks
- Ability to work on own initiative

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

Special Conditions Associated with the Job

- Be able to work long hours.
- Be able to work public holidays
- Be able to work on weekends

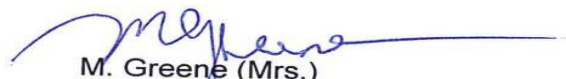
Applications accompanied by Résumés should be submitted **no later than Monday, 14th December, 2020 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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