



CIRCULAR NO. 12/2021
File No. 310/04 III

2nd February, 2021

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Accounting Technician 2 (FMG/AT 2)** in the **Westmoreland Municipal Corporation** salary range \$917,085 – 1,090,126 per annum and any allowance (s) attached to the post:

Job Purpose:

Under the supervision and guidance of the Accountant, General Accounting and Operations and guidelines of the Financial Management Act/ Instructions, the Accounting Technician 2 has direct responsibility to ensure that the Bank Reconciliation Statements are current; Vote Control Ledger is maintained; Financial Statements are accurate and prepared timely and Inventory of accounting records is maintained.

Key Output:

- Maintain up to date Financial Statements
- Prepare Financial Statements in a timely manner
- Keep current

Job Responsibilities

- Preparing the Bank Reconciliation Statements for the 41-11; 19-10 and any Project Account
- In collaboration with the Accountant, General Accounting and Operations identify any discrepancies on the Bank Statements and report.
- Preparing and submitting to the Office of the Prime Minister Statements of Revenue and Expenditure for the CDF projects.
- Preparing and submitting to the Ministry of Local Government and Community Development Monthly Financial Statement of Revenue and Expenditure.
- Custodian for Invoice Order Books; Office Receipts; Market and Transportation Tickets Books.
- Maintaining the Vote Control Ledger.

Key Component

- Knowledge in preparation of Financial Statements
- Good analytical skills

Performance Criteria

- Key deliverables should be produced within an appropriate time scale

Job Dimension

- Directly responsible for Invoice Orders Books'
- Maintain Accounting Records

Qualification and Experience

- AAT Level 2 or
- ACCA-CAT Level B/Level 2 or
- NVQJ Level 2, Accounting or
- Certificate in Accounting from an accredited University or
- Completion of second year of the BSc. Degree in Accounting/Management Studies; with Accounting or BBA Degree at an accredited University; or
- ASc. Degree in Business Studies/ Business Administration/Management Studies; or

- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2

Applications accompanied by resumes should be submitted **no later than 19th February, 2021** to:

**Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporations and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine