



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 47**

**OSC Ref. C.5848<sup>37</sup>**

**3<sup>rd</sup> February, 2021**

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 to the following posts in the **Finance and Accounts Division, Hope Gardens, Kingston, Ministry of Agriculture and Fisheries:**

1. **Senior Checking Officer (FMG/AT 3) (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
2. **Senior Bank Reconciliation Officer (FMG/AT 3) – (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
3. **Commitment Control Officer (FMG/AT 3) – (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
4. **Senior Payments Officer (FMG/AT 3) – (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
5. **Checking Officer (FMG/AT 2) – (Not Vacant)**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

#### **1. Senior Checking Officer (FMG/AT 3)**

##### **Job Purpose**

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Senior Checking Officer (FMG/AT 3), is responsible for:

- Checking all payment vouchers especially complex contract payments
- Certifying all payment vouchers
- Ensuring that vouchers submitted are prepared and payments made are authentic
- Ensuring smooth work flow of the Checking Branch.

##### **Key Responsibilities**

###### **Management/Administrative**

- Participates in the preparation and implementation of the Corporate and Operational Plans of the Ministry;
- Participates in the preparation and maintenance of the Operational and Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting response to Audit queries whenever they arise;
- Assists in maintenance of strict control over the access by persons to the Checking Unit;
- Participates actively in the annual Board of Survey.

###### **Technical/Professional**

- Executes pre-audit checks on payment vouchers submitted for payment processing;
- Certifies vouchers on the FinMan System;
- Checks all Petty Cash Imprests Reimbursement requests and ensures requests are processed timely;
- Maintains Accounting and Financial Records;
- Manages the maintenance of Registers for contracts and utilities;
- Manages the maintenance of Cash Books for entities without Accountants;
- Signs all printed cheques;
- Signs cheques on FinMan to facilitate disbursement;

- Updates Tracking System;
- Establishes and manages Objection Slip Files and assists with the issuance of same;
- Performs any other duties that may be assigned from time to time.

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

#### **Core**

- Good oral and written communication skills.
- Ability to work in team
- Good interpersonal skills.
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills

#### **Technical**

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins.
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Proficiency in the relevant/applicable computerized Accounting System.
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

### **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.

## **2. Senior Bank Reconciliation Officer (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Director, Final Accounts & Reporting Branch (FMG/PA 3), the Senior Bank Reconciliation Officer (FMG/AT 3), is responsible for the management and control of activities on the bank accounts of the Ministry.

### **Key Responsibilities**

#### ***Technical/Professional***

- Maintains the Accounting and Financial Records of the Ministry;
- Participates in the preparation and maintenance of the Operational and Procedural Manual to guide the activities of the Division and to ensure effective internal; control;
- Assists in drafting response to Audit Queries;
- Collects, compares and posts all bank statements for the Recurrent, Capital A, Capital B and Deposit Accounts to the FinMan;
- Prepares and posts all Journal Vouchers for bank charges, stamp duty and tax and makes adjustments to the Bank Reconciliation;
- Prepares Bank Reconciliation;
- Reconciles and investigates discrepancies on the statements and communicates some to the

Supervisor;

- Ensures that all AIA receipts are posted to the FINMAN;
- Assists with the printing of cheques from the FINMAN;
- Prepares Expenditure Summary in respect of all Heads of the Ministry for submission to the Accountant General Department;
- Prepares Journal Vouchers for the clearing of advances;
- Performs any other related duties assigned from time to time by the Director, Final Accounts and Reporting Branch or the Principal Finance Officer.

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

#### **Core**

- Good oral and written communication skills.
- Ability to work in teams
- Good interpersonal skills.
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills
- Good time management skills

#### **Technical**

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins.
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's policies, practices and procedures.
- Proficiency in the relevant/applicable computerized Accounting System.
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook)
- Knowledge of Final Accounts functions
- Able to prepare financial statements

### **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.

### **Special Conditions Associated with the Job**

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

### **3. Commitment Control Officer (FMG/AT 3)**

#### **Job Purpose**

Under the direct supervision of the Director Commitment Control (FMG/PA 2), the Commitment Control Officer (FMG/AT 3), is responsible for the providing assistance to the Director Commitment Control (FMG/PA 2), in maintaining an effective cash management system for controlling expenditure within the limits of the approved Budget and warrant allocations for Recurrent, Capital A and Capital B Heads of Expenditure with principal responsibility for Recurrent.

## **Key Responsibilities**

### **Management/Administrative**

- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories: -
  - Inescapable
  - Priority
  - Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments
- Advises the Director of Management Accounts through the Senior Management Accountant – of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

### **Technical/Professional**

- Receives Commitment Requisition from Programme Managers;
- Examines Commitment Requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Post vouchers on the FinMan System;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Recommends virement of funds where necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that Warrant allocations and commitments are posted correctly and promptly;
- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold;
- Commits incoming bills recorded to the Bills Tracking System;
- Maintains RTGS voucher file.

### **Other**

- Assists in completing journal vouchers to clear advance
- Performs any other related duties assigned by the relevant authority

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

### **Core**

- Good oral and written communication skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Good customer relations skills
- Good problem-solving skills
- Good analytical and judgment skills
- Problem-solving skills

### **Technical**

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.

## **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.

#### 4. **Senior Payments Officer (FMG/AT 3)**

##### **Job Purpose**

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Senior Payment Officer (FMG/AT 3), is responsible for:

- Certifying payment voucher
- Supervising the Collections Function
- Maintaining relevant cheque and Memorandum Registers.
- Selecting payments for "send to Treasury"
- Managing blanks cheques, receipts, Receipts Books and Invoice Order Books
- Managing payments for specific entities.

##### **Key Responsibilities**

###### ***Management/Administrative***

- Assists in ensuring that all members in the Unit are aware of and adhere to the Accounting and Financial procedures of the Government of Jamaica;
- Participates in conducting training of Cashiers;
- Maintains the collection of accounting and financial records of the Ministry;
- Participates in the preparation and maintenance of the Operational/Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting response to audit queries;
- Assists in maintenance of strict control over the access by persons to the Collections Section and Payments Unit;
- Controls the custody and dispatching of official receipts;
- Participates actively in the annual Board of Survey.

###### ***Technical/Professional***

- Certifies payment vouchers, receipts and lodgements manually and on the FinMan System ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Maintains the relevant Accounting and Financial Records of the Ministry;
- Maintains Memorandum Registers;
- Ensures the posting of all receipts and payments and other adjustments in respect of the month;
- Selects payment voucher for check printing and issues cheques to the Cheque printer;
- Selects Payments for "Send to Treasury";
- Visits outstations to verify that lodgements made against collections are reconciled
- Conducts checks of outstations with a view to identify problem areas regarding the receipts of and accounting for public funds;
- Provides advice and makes recommendations regarding Stations of Cashiers at outstations island wide;
- Assists in monitoring and directing the daily activities leading to cheques preparation to ensure accuracy and authenticity;
- Supervises collection officers;
- Ensures that all financial transactions are recorded and secures records;
- Is the custodian of blank cheques, receipts, invoices and purchase orders;
- Maintains the collection function to ensure that payees are advised whenever cheques are ready in order to eliminate the possibility of stale dated cheques;
- Ensures that payments for specific entities without an Accountant are processed and cheques prepared;
- Checks Cash Books checked for accuracy and completion;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Payment and the Principal Finance Officer.

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

### **Core**

- Good oral and written communication skills.
- Ability to work in and lead team
- Good interpersonal skills.
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills

### **Technical**

- Good knowledge of the FAA Act and other associated legislation
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's policies, practices and procedures
- Proficiency in the relevant/ applicable computerized Accounting System
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

## **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.

## **Special Conditions Associated with the Job**

- Must be willing to work outside of regular work hours and on weekends;
- Must be able to work under pressure and within strict deadlines.

## **5. Checking Officer (FMG/AT 2)**

### **Job Purpose**

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Checking Officer (FMG/AT 2), is responsible for:

- Receiving, examining and recording bill invoices and contracts
- Preparing and inserting all payment vouchers
- Checking all payment vouchers
- Preparing ad hoc/specific reports
- Maintaining Memorandum Registers
- Maintaining Accounting files and records
- Printing of Cheques

## **Key Responsibilities**

### ***Administrative/Management***

- Receives and records contracts and contract payment vouchers;
- Maintains Accounting records and files;
- Participates in the Annual Board of Survey;
- Ensures there are propriety in the bills, invoices and contracts submitted for payment.

### ***Technical/Professional***

- Prepares/Inserts payment vouchers on the FinMan System for all Heads of Estimates and Deposit;
- Checks and inserts Travel Vouchers on the FinMan System;
- Ensures that vouchers are properly authenticated;
- Ensures vouchers have the Head, Object and Sub-head against which payments are made;
- Ensures that the amount payable is both in figure and words;
- Confirms TRN, name and address of the person to whom payment is made;
- Verifies the nature of the payment;
- Checks the authority for payment against the voucher;
- Prepares and submits reports within agreed timeframe;
- Updates and maintains assigned register(s);
- Assists with updating the Tracking System;
- Performs any other related duties assigned from time to time by the Senior Checking Officer, Manager Accounts Payables, Director Accounts Payables and Payroll or the Principal Finance Officer.

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

#### **Core**

- Good oral and written communication skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Good customer relations skills
- Good problem-solving skills
- Good analytical and judgment skills
- Problem-solving skills

#### **Technical**

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.

### **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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16<sup>th</sup> February, 2021 to:**

**Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6.**  
Email [hrm@moa.gov.jm](mailto:hrm@moa.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**