



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 100

OSC Ref. C. 4858³⁸

23rd March, 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 post of **Accounts Clerk (Level 2) – (Not Vacant)** in the **Finance and Accounts Division/Final Accounts and Reporting Branch, National Fisheries Authority**, salary range \$703,364 - \$865,049 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Manager, Final Accounts and Reporting (Level 8), the Accounts Clerk (Level 2) assists in maintaining, balancing, reconciling and closing Accounts. The incumbent participates in monitoring advances and deposits, preparing Journal Vouchers and in carrying out recording procedures in compliance with the Financial Administration and Audit (FAA) Act.

Key Responsibilities

Technical/Professional:

- Maintains Final Accounting records in accordance with the requirements of the FAA Act;
- Receives bank charges, debit and credit advises, stale cheques etc. to facilitate the preparation of journals;
- Prepares Adjustment Vouchers, as directed;
- Assists in checking Bank Statements against cheques to determine if there are any discrepancies;
- Posts Bank Statements to the system;
- Enters payment vouchers, journal entries, receipts and lodgments on the GFMS;
- Posts Journal Vouchers for salary, advance clearance and other adjustments;
- Assists in bringing to book all monies received by the Cashier;
- Summarizes transactions, prepares Control Sheets and Trial Balances;
- Abstracts information from the accounts, as directed, and provides this to management to assist in determining the financial position of the Authority;
- Assists in preparing monthly activity and other reports;
- Assists in preparing Annual Financial Reports and Statements;
- Provides information required for the preparation of responses to audit queries;
- Performs any other related duties, which may be assigned from time to time by the Manager, Final Accounts and Reporting.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Ability to work in teams
- Good use of initiative
- Good problem-solving skills

Technical:

- Good knowledge of the Government/Ministry's policies and procedures
- Good knowledge of Government Accounting
- Good knowledge of general accounting principles
- Good numeric skills
- Proficient in the use of spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC/GCE O'Level General Proficiency including Mathematics or Accounts and English;
- Completion of relevant training at MIND;
- One (1) year experience in a comparable working environment.

Special Condition Associated with the Job

- Sits for long hours using office equipment and entering financial information into a computer.


Applications accompanied by résumés should be submitted **no later than Monday, 29th March, 2021 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens,
Kingston 6

Email: 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