



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 123

OSC Ref. C. 4858³⁸

12th April, 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 **Accounting Clerk 2 (FMG/AC 2) – (Not Vacant)** in the **Research and Development Division, Bodles Old Harbour, St. Catherine, Ministry of Agriculture and Fisheries**, salary range \$754,259 – 896,577 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Professional Accountant (FMG/PA 2) the Accounting Clerk (FMG/AC 2) is responsible for maintaining all Statutory Deduction Records and to ensure that all payments for Personal and Statutory Deductions are correct in keeping with Government Policies and the FAA Act.

Key Responsibilities

- Prepares and posts all deductions from Earning Records to the relevant Cards;
- Prepares Annual Returns for Statutory Deductions;
- Prepares and maintains deduction control by sorting and collecting figures from Summary Sheets;
- Certifies vouchers for payments of deductions;
- Assists in the preparation of Bank Reconciliation Statement;
- Maintains and updates Gas Register;
- Performs any other related duties assigned by Professional Accountant (FMG/PA 2).

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Knowledge of the operations of Government and knowledge of the Ministry's Policies and Procedures
- Good customer relations skills

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

Applications accompanied by résumés should be submitted **no later than Friday, 23rd April, 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.

A handwritten signature in black ink, appearing to be 'MT', with a long horizontal line extending from the top of the signature.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**