



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 146**  
**OSC Ref. C. 6123<sup>4</sup>**

**30<sup>th</sup> 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 fill the **vacant post of Trust Accounting Manager (Level 6)** in the **Trust Accounts, Administrator-General's Department**, salary range \$2,325,391 - \$3,637,534 per annum and any allowance(s) attached to the post.

**Job Purpose**

- To manage assets in estates to maximize net worth to beneficiaries.
- To ensure that all financial assets of Estates/Trust are accounted for and distributed on a timely basis and in accordance with relevant legislation.

**Key Responsibilities**

- Directs, monitors and guides the performance of staff supervised to meet agreed performance targets and standards;
- Monitors the preparation and accuracy of all accounts prepared for Estates/Trust;
- Reviews files and ensures that they are properly researched to note liabilities, assets, beneficiaries and other requirements;
- Monitors the Reconciliation process ensuring that the General Ledger is in tandem with the Savings and Investment Ledger;
- Ensures that all monetary transactions are entered in their respective ledgers;
- Reserves accruals and checks for correctness in the calculation of Stock, Bank and Bond Interest;
- Manages the Investment Portfolio, ensuring all funds are invested in accordance with the law, minimizing risk and maximizing returns to beneficiaries;
- Reviews all Investment Proposals for placement;
- Ensures all businesses of estates are efficiently operated and compliant with all statutory requirements;
- Visits businesses in accordance with approved schedule, or as directed by the Finance & Asset Management Executive;
- Ensures the review and updating of the Trust Accounting Manual;
- Undertakes personnel and administrative duties including recruitment, discipline, recommending leave for staff supervised in accordance with the Agency's HR policies and procedures;
- Performs other related duties assigned from time to time by the Finance and Administration Executive.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Trust Accounting policies and procedures.
- Excellent knowledge of the laws of succession.
- Good knowledge of Tax and Business Laws.
- Excellent knowledge of Investment Market.
- Good managerial and analytical skills.
- Good interpersonal skills.
- Working knowledge of relevant computer applications.

**Minimum Required Qualification and Experience**

- Post Graduate Degree in Accounts or Finance or ACCA III certification
- Five (5) years' related work experience including two (2) at a management level.

Applications accompanied by résumés should be submitted **no later than Thursday, 13<sup>th</sup> May, 2021 to:**

Human Resource and Administration Executive  
Administrator-General's Department  
Office Centre Building  
12 Ocean Boulevard  
P.O. Box 458  
Kingston

Email: [hradmin@agd.gov.jm](mailto:hradmin@agd.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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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