



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 210
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25th June, 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 **Ministry of Foreign Affairs and Foreign Trade**:

1. **Mission Accounts Officer (FMG/AT 2)**, (Not Vacant) Mission Accounts Unit, salary range \$917,085 – 1,090,126 per annum and any allowance(s) attached to the post.
2. **Senior Payroll Officer (FMG/AT 2)**, (Not Vacant) Payroll Unit, salary range \$917,085 – 1,090,126 per annum and any allowance(s) attached to the post.
3. **Expenditure Management Officer (FMG/AT 2)** (Not Vacant), Management Accounting Unit, salary range \$917,085 – 1,090,126 per annum and any allowance(s) attached to the post.
4. **Payroll Officer (FMG/AT 1)** (Not Vacant), salary range \$797,713 – 948,230 per annum and any allowance(s) attached to the post.

1. Mission Accounts Officer (FMG/AT 2)

Job Purpose

Reporting to the Supervisor Mission Accounts, the Mission Accounts Officer is responsible for checking, verifying and reconciling Accounts submitted by Overseas Missions assigned with Headquarters Accounts in accordance with the Financial Administration and Audit Act and other relevant Financial Instructions.

Key Responsibilities

- Examines the Accounts submitted by Overseas Missions assigned to ensure that all vouchers are properly coded and to ascertain whether any improper payments and unauthorized advances have been made. This involves checking:
 - ✓ Receipts against the Receipts Schedule
 - ✓ Payment Vouchers against the Payments Schedule;
- Posts verified receipts and payments to the Receipts and Payments Book;
- Checks Bank Statements submitted by Missions against Adjustment Vouchers (related to bank transactions);
- Posts entries related to bank transactions in the Journal Book and prepares monthly summary;
- Checks Adjustment Vouchers submitted by Overseas Missions for non-bank transactions and posts entries to Journal Book. Prepares Adjustment Vouchers as instructed by supervisor, if necessary;
- Posts summary of monthly transactions for Missions assigned from the Journal Book and Adjustment Voucher File to the Mission Ledger and the General Ledger;
- Extracts information to prepare the Trial Balance which is placed on the Submission of Accounts File;
- Compares Trial Balance extracted from Ledger Accounts against Mission's Trial Balance. Follows-up as required if discrepancies are noted;
- Maintains Subsidiary Ledgers for expenditure, advances and deposits;
- Posts monthly summary of expenditure, advances and deposits for Missions assigned;
- Extracts figures from Receipts and Payments Book, Journal Book and Adjustment Voucher Summary;

- Assists in monitoring outstanding Advance Account Balances. Notifies supervisor re inactive balances in excess of three months with a view to initiating action towards the clearance of these balances.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade
- Sound knowledge of the Financial Administration and Audit Act and the Staff Orders
- Comprehensive knowledge of Government accounting principles and practices
- Ability to maintain standard accounting records and to prepare statements of accounts status
- Good interpersonal and customer service skills
- Ability to work in teams.
- Good communication skills.
- Good organizing skills.
- Working knowledge of relevant computer applications.

Minimum Required Education and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;
- Completion of 2nd year of the B.Sc Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- A. Sc Degree in Business Studies/ Business Administration/Management Studies;
- A. Sc Degree in Accounting from the Management Institute for National Development;
- Certificate in Government Accounting Level 2.

2. Senior Payroll Officer (FMG/AT 2)

Job Purpose

Reporting to the Payroll Manager, the Senior Payroll Officer, has direct responsibility for the timely and accurate preparation of the monthly payroll assigned.

Key Responsibilities

- Has responsibility for the monthly payroll assigned;
- Enters all relevant information in connection with the payment of salaries to the Payroll System;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and over payment of salaries are promptly recovered;
- Maintains and balances the 'On and Off' Salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars for each employee on the system;
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT are promptly made after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Unit with the relevant information;
- Provides information for Job Letters requested by employees;

Required Knowledge, Skills and Competencies

- General knowledge of the role and mandate of the Ministry of Foreign Affairs and Foreign Trade.
- Good knowledge of the Financial Administration and Audit Act and Regulations related to public sector payments.
- Good knowledge of the Staff Orders and the Foreign Service Orders.
- Good time management and organising skills.
- Good analytical skills.

- Excellent communication skills.
- Good problem solving skills.
- Excellent interpersonal skills.
- Ability to work under pressure to meet deadlines.
- Proficiency in operating computerised accounting systems.
- Expertise in Government payroll accounting.

Minimum Required Education and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;
- Completion of 2nd year of the B. Sc Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- A. Sc Degree in Business Studies/ Business Administration/Management Studies;
- A. Sc Degree in Accounting from the Management Institute for National Development;
- Certificate in Government Accounting Level 2.

3. Expenditure Management Officer (FMG/AT 2)

Job Purpose

Reporting to the Director, Management Accounts, the Expenditure Management Officer is responsible for recording commitments for goods and services made on behalf of the Ministry in keeping with the Ministry's Budget and discharges these commitments when the goods and services have been delivered and funds are available.

Key Responsibilities

- Reviews unexpended Vote and approves requests for commitments from Programme Managers;
- Checks uncommitted Vote on FINMAN to ascertain if resources are available to cover Purchase Orders;
- Codes, commits and dispatches Purchase Orders;
- Records Purchase Order Commitment data on FINMAN Tracking System;
- Monitors bank balances on FINMAN and at the bank to ensure adequacy of resources and makes funds available to meet invoices and claims approved for payment;
- Ensures that the FINMAN Commitment Module for the Missions are updated daily;
- Checks coding of invoices received from the Administration and Office Management Unit and other Departments;
- Checks the FINMAN bank balance and funds the payment of invoices;
- Discharges commitments for the preparation of cheques;
- Enters commitments and discharges in FINMAN Tracking System;
- Reviews Work-in-Progress and advises Supervisor of Purchase Orders to be committed and Commitments not discharged for lack of funds;
- Checks FINMAN monthly reports to ensure accuracy of 'Uncommitted Vote' before submission to Programme Managers;
- Generates monthly reports Uncommitted Vote, undischarged commitments and unpaid invoices (accounts payable) for each programme.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade.
- Sound knowledge of the Financial Administration and Audit Act
- Comprehensive knowledge of government accounting principles and practices
- Good interpersonal and customer service skills
- Ability to work in teams
- Good oral and written communication skills
- Good organizing skills
- Working knowledge of relevant computer applications.

Minimum Required Education and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;
- Completion of 2nd year of the B.Sc Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- A. Sc Degree in Business Studies/ Business Administration/Management Studies;
- A. Sc Degree in Accounting from the Management Institute for National Development;
- Certificate in Government Accounting Level 2.

4. Payroll Officer (FMG/AT 1)

Job Purpose

Under the general supervision of the Payroll Manager, the Payroll Officer is responsible for preparing salaries for monthly and fortnightly paid employees. This involves research and abstracting historical payroll data, preparation of returns, completion of forms, assisting in the posting of payroll data and the computation of salary arrears.

Key Responsibilities

- Has responsibility for the accurate and timely preparation of the monthly and fortnightly payrolls assigned;
- Receives and posts all relevant information in connection with the payment of salaries to the Payroll System;
- Computes all related salary changes for fortnightly and monthly paid staff;
- Ensures that advances and over payment of salaries are promptly recovered;
- Reconciles the “on and off” salary Control Register for each payroll run ensuring that the relevant payroll data is accurately inserted and any differences/errors are promptly corrected;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes re acting appointments etc.;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched for delivery to relevant institutions;
- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS, Education Tax and NHT are made promptly at the end of the year;
- Assists in the preparation of Personnel Emoluments Budgets by providing the Management Accounts Unit with the relevant particulars on each member of staff;
- Provides letters to organizations or employees to verify payment of statutory deductions.

Required Knowledge, Skills and Competencies

- Skill in operating computerized accounting systems
- Sound knowledge in payroll accounting
- Good grasp of and working knowledge of GOJ regulations related to Public Sector payments.
- Good analytical
- Good organizing skills
- Good oral and written communication skills
- Ability to exercise good judgement
- Good problem solving skills
- Good team building skills
- Ability to cope well under pressured working conditions to meet deadlines

Minimum Required Education and Experience

- AAT Level 1 or;
- ACCA-CAT Level 1/ Level A
- Certificate in Public Administration, UWI
- Certificate in Management Studies, UWI
- Diploma in Business Administration/Studies from a Community College
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the 1st year of the B. Sc Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of 1st year of the A. Sc Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th July, 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: hrmassistant@mfaft.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**