



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 209
OSC Ref. C. 6210/S5¹⁹

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 fill the following **vacant** posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Payment Manager (FMG/PA 2), Accounts Payable/Disbursement Unit**, salary range \$2,023,418 – 2,405,208 per annum and any allowance(s) attached to the post;
2. **Payment Officer (FMG/AT 1)**, salary range \$797,713 – 948,230 per annum and any allowance(s) attached to the post.

1. Payment Manager (FMG/PA 2)

Job Purpose

Reporting to the Director, Financial Accounts, the Payment Manager is responsible for managing the work programme and activities of the Accounts Payable Unit to ensure that payments and revenues are processed in an efficient and effective manner in keeping with the Financial Administration and Audit Act, the Staff Orders, the Foreign Service Orders and other Instructions.

Key Responsibilities

- Has responsibility for the day to day supervision of the Accounts Payable Unit ensuring that the Unit's objectives are achieved;
- Monitors the work rate and work load of officers in the Unit by ensuring that there is an even flow and the absence of bottlenecks in the processing of payments;
- Trains, assists and guides officers in the Unit on technical issues or in resolving problems related to procedures for checking bills, claims, vouchers etc.;
- Provides technical assistance and guidance to officers in the Unit on issues relating to the processing of payables, payment of contracts and/or resolving problems encountered with the FINMAN Accounting Systems;
- Prepares and submits monthly reports to the Director, Financial Accounts on the status of accounts payable including aged listing of all accounts payable and available cash book balances and details of un-cleared advances;
- Participates in the Ministry's Annual Budget Exercise by preparing Annual Estimates of Expenditure for travelling and subsistence, purchase of goods and services and equipment;
- Ensures that all Audit Queries related to the payables process are suitably answered and that the necessary corrective measures recommended are implemented;
- Maintains records of all cyclical payments as well as all routine or ongoing contractual obligations viz utilities, Janitorial Services, Security Services, Consultancy Services, travel claims and other service contracts;
- For each month ensures that invoices, bills, etc are received for all known cyclical and ongoing contractual obligations and that these are booked in accounts payable;
- Ensures that payment requests are legitimate and ascertains measures and issues directives to account for prepaid accrued expenses;
- Assesses in consultation with Programme Managers any new service for the acquisition of any goods, stores or assets which have or will give rise to a liability on the part of the Ministry;
- Reviews the Accounting System on a continuous basis to ensure the proper application of financial procedures so as to maintain the highest standards of integrity and where weaknesses exist, take the necessary steps or make recommendations to remedy the accounting system;
- Monitors the work of staff in the section;

- Ensures that bills, invoices, claims etc are accurately checked and promptly paid to suppliers in accordance with the provisions of the FAA Act;
- Ensures that receipts for revenues are accurately classified and the revenues promptly lodged to the appropriate accounts in a timely manner and in accordance with the FAA Act its Regulations and Instructions;
- Ensures that subsidiary records including advance ledgers are up to date;
- Certifies vouchers for payment on the FINMAN System in accordance with established regulations, instructions, procedures and standards;
- Ensures that all payments are correctly classified according to fixed assets, expenses, advances and settlement of liabilities;
- Monitors the Salaries Bank Account and ensures that cheques drawn do not exceed bank balances;
- Monitors deposits and ensures that the balances held are agreed on a regular basis with the relevant Report;
- Maintains manuals and other directives in respect of the various accounting procedures, practices and systems to be observed and keeps staff abreast of modifications/updates to operational procedures;
- Maintains records of blank cheque leaves and receipt books issued and balance in stock, as well as establishing re-order levels;
- Facilitates the processing of Per Diem for officers travelling overseas;
- Ensures the proper maintenance and security of all records viz ledgers, registers in respect of contracts, utilities and imprest /advances;
- Verifies or arranges to be checked all of the following records: Value Book, Utility Registers, Rent Register;
- Monitors the performance of staff in relation to Work Plan targets;
- Ensures that the Unit's staff have adequate and appropriate physical resources to undertake their duties efficiently and effectively and makes necessary recommendations where there are shortcomings;
- Maintains effective working relationship with staff and ensures that the Unit provides a consistently high level of service to its clients by hosting regular meetings with staff to discuss work status and strategies for improving the delivery of service;
- Evaluates the performance of staff. Provides guidance to staff. Ensures that training and welfare needs are addressed;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and team building skills
- Excellent analytical and judgement skills
- Excellent planning and organising skills
- Excellent communication skills
- Problem solving skills
- Excellent interpersonal and influencing skills

Technical

- Excellent knowledge of Government of Jamaica accounting principles, guidelines and laws
- Skill in operating computerized accounting systems
- Excellent knowledge of the FINMAN and CTMS systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University or:
- ACCA Level 2 or:
- NVQJ Level 5, Accounting; or
- A. Sc Degree in Accounting MIND, along with the Diploma in Government Accounting
- At least five (5) years' experience in Public Sector payments and accounts payable, including payroll computation and administration.

2. Payment Officer (FMG/AT 1)

Job Purpose

Under the Supervision of the Payments Manager, the incumbent will be responsible to ensure that payments to the Ministry's clients are prepared accurately and in a timely manner in keeping with the FAA Act, its Regulations, Instructions and other relevant guidelines.

Key Responsibilities

- Prepares and inserts Payment Vouchers to the FINMAN System;
- Examines all directives for payment of goods and services, to ensure that charges are correct and invoices are duly certified;
- Calculates Travelling, Mileage, Housing, Meal and Resettlement allowances for eligible members of staff of the Ministry;
- Updates individual Travelling Cards for travelling officers;
- Prepares monthly schedule for the payment of utilities and rentals;
- Researches Financial Transactions;
- Assists with the maintenance of Payment Records;
- Acts as Relief Cashier in the absence of the Main Cashier;
- Performs any other duties that may lend to the efficient functioning of the Unit.

Required Knowledge, Skills and Competencies

Technical:

- Skill in operating computerized accounting systems
- Knowledge of Government Accounting
- Knowledge of the FAA Act, its Instructions and Regulations

Core:

- Good analytical and judgement skills
- Excellent time management skills
- Good communication skills
- Excellent customer services skills
- Excellent interpersonal skills
- Good problem solving skills
- Ability to work well under pressure and meet deadlines

Minimum Required Qualifications and Experience

- AAT Level 1 or;
- ACCA-CAT Level 1 or
- Diploma in Business Administration or
- Certificate in Accounting from a recognized University or
- Certificate in Government Accounting – Level 1 (Modules 1-5) or
- Completion of the 1st year of the B.Sc. or BBA Degree in Accounting/Management Studies from a recognized University
- Completion of the 1st year of the Associate of Science Degree in Accounting at MIND
- At least two years' experience in Government accounting

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.

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**