



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. 230
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8th July, 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 Agriculture and Fisheries**:

1. **Accounting Technician 3 (FMG/AT 3) – (Not Vacant)** in the **Research and Development Division (Montpelier Research Station, Montego Bay, St. James)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
2. **Accounting Technician 3 (FMG/AT 3) – (Not Vacant)** in the **Project Management and Co-ordination Division**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.

1. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Under the direct supervision of the Senior Director (SOG/ST 8), the Accounting Technician 3 (FMG/AT 3) is responsible for issuing and controlling invoice orders/supply requisitions, maintaining and controlling records of payment for public utilities services, preparation of paybill and other related duties.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of estimates for the Annual Budget;
- Prepares salaries for fortnightly paid employees and ensures that all rates are in keeping with Government regulations;
- Maintains Salary Records, prepares and issues Earning Statement to each individual employee;
- Draws invoice order for the purchase of goods and services;
- Collects cash and draws official receipts for sale of Government assets (e.g.) livestock and crops;
- Assists in the procurement of goods and services;
- Maintains Cash Books and prepares Monthly Financial Statements of Revenue and Expenditure;
- Maintains adequate supply of Invoice Order Books, Receipt Books, Cash Books etc.;
- Keeps all Accounting records in a safe and secure condition and place;
- Maintains and controls stores, receives and issues supplies (e.g.) medication, fertilizer etc.
- Maintains inventory of all (dead) assets e.g. furniture, machinery, tools and equipment;
- Prepares Annual Returns and submits same to the various Government Agencies;
- Prepares bills for payment along with payment voucher;
- Controls petty cash and maintains Petty Cash Book;
- Maintains Statutory Deduction records and paying over cheques drawn to such Agencies;
- Performs any other related duties as directed by the Professional Accountant.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in teams
- Good customer and quality focus skills

- Compliance
- Integrity
- Good time management skills

Technical:

- Excellent knowledge of the Government/Ministry's policies and procedures
- Sound knowledge of Government Accounting
- Proficiency in the use of computer software applications
- Sound knowledge of the Government of Jamaica Financial Administration and Audit Act (FAA)

Minimum Required Qualification and Experience

- AAT level 3; **or**
- ACCA-CAT Level C; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognized University; **or**
- Associate of Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

2. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Under the direct supervision of the Senior Project Accountant (FMG/PA 4), the Accounting Technician (FMG/AT 3) provides accounting support to the Project Management and Co-ordination Division by preparing periodic Expenditure Statements, Ledgers, reports and vouchers in accordance with the Financial Administration and Audit Act (FAA Act) and the regulations of the Multilateral and Bilateral Agencies.

Key Responsibilities

Technical/Professional:

- Provides accounting advice as it relates to accounting procedures to various projects;
- Posts payment vouchers (traveling claims, utilities, purchasing of goods and services, stationery etc.) for the Division;
- Checks journal and payment vouchers;
- Updates Accounting Journals and Ledgers;
- Prepares Bank Reconciliation Statements;
- Prepares and maintains Monthly and Quarterly Expenditure Statements;
- Prepares Quarterly Achievement Reports;
- Checks project payment vouchers for adequacy and accuracy;
- Posts all expenditure transaction into Cash Book;
- Posts vouchers to Expenditure Control Ledger;
- Checks payment claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are paid;
- Checks bank lodgments;
- Reconciles Bank Statements and Cash Book to ensure accountability and effective management of resources;
- Analyses Cash Flow requests and provides timely advice to support Strategic Planning;
- Conducts financial transactions for the Division under the Direction of the Professional Accountant;
- Verifies bills for payment of received goods and services;
- Ensures that Financial Records are maintained in accordance with stated guidelines;
- Prepares timely Financial Reports for submission to the relevant authorities;
- Participates in the development of the Divisional Budget and Project Budget;
- Performs any other related duties as directed by the Professional Accountant or Senior Director, Project Management and Co-ordination Division.

Required Knowledge, Skills and Competencies

Core:

- Very good oral and written communications skills
- Good problem solving and decision making skills
- Good interpersonal skills
- Ability to apply initiative
- Possesses good personal and professional integrity
- Good social skills
- Adaptability
- Goal results oriented
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good Planning and organizing skills

Technical:

- Sound knowledge of the Government of Jamaica Financial Administration and Audit Act (FAA) and procurement guidelines
- Possess good judgment and analytical skills
- Sound knowledge of the regulations of the Multilateral and Bilateral Agencies and stipulations and conditions in various project documents
- Proficiency in the relevant computer software

Minimum Required Qualification and Experience

- AAT level 3; **or**
- ACCA-CAT Level C; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognized University; **or**
- Associate of Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or
- BBA from a recognized University.

Special Conditions Associated with the Job

- Travelling to out stations (various projects)

Applications accompanied by résumés should be submitted **no later than Wednesday, 21st July, 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**