



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 229 **OSC Ref. C.6555¹²**

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 post of **Accounts Payables Officer (FMG/AT 2) – (Not Vacant)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director, Estate Accounting and Security (FMG/PA 3), the Accounts Payable Officer (FMG/ AT 2) maintains the ledger accounts of all bankrupt estates and ensures the validity and accuracy for entry to accounts payable for bills, claims, invoices and other relevant documents. The incumbent is also responsible for the preparation of:

- All payment vouchers
- Wages for fortnightly/monthly paid employees of debtor businesses, where necessary
- Collections and Lodgement Reports
- Custody of cheques and receipt books.

Key Responsibilities

Technical/Professional:

- Checks the accuracy and authenticity of all bills, invoices and statements in respect of goods and services acquired in relation to an estate, ensures any applicable rates are correct and deduction lawful/authorized;
- Prepares vouchers in relation to the estates;
- Ensures goods and services received in relation to estates are in accordance with any Terms Of Contract and that they are certified as satisfactorily received;
- Maintains a proper record of all blank cheques and receipt books, keeps secure custody of same until collection and records its issue/disbursement upon verification of recipient's identity or authority to collect same;
- Maintains Ledger Accounts by posting all entries relating to financial transactions conducted on behalf of bankrupts
- Prepares Six Monthly Statements due in accordance with Section 245 of the Companies Act;
- Prepares for submission to Cash Management Unit of the Accountant General's Department, report of actual collection and lodgements of government fees to Miscellaneous Revenue;
- Prepares payroll for staff employed to businesses of bankrupt estates/companies in receivership;
- Reviews Accounting Records and advises the Management Accountant with respect to matters relating to the accounts and finances of any estate;
- Assists the Director of Accounts and/or the Management Accountant in preparing reports for submission;
- Performs any other related duties, which may be assigned by the Director of Accounts/Management Accountant and any other related duties, which may be assigned.

Required Knowledge/Skills/Competencies

Core:

- Good oral and written communication skills
- Good customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins
- Good knowledge of GOJ and the organization's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/ applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ 's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5.

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**