



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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26th 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 fill the following posts in the **Ministry of Labour and Social Security**:

1. **Assistant Auditor (FMG/AS 1) (Not Vacant)** in the **Internal Audit Unit** salary range \$1,341,866 -1,789,576 per annum and any allowance(s) attached to the post.
2. **Monthly Payroll Officer (FMG/AT 2) (Vacant)** in the **Salaries Unit, Finance and Accounts Division, 1F North Street Kingston**, salary range \$917,085 – 1,090,126 per annum and any allowance(s) attached to the post.
3. **Accounting Technician (FMG/AT 1) (Vacant)** in the **National Council for Senior Citizens, Kingston**, salary range \$797,713- 948,230 per annum and any allowance(s) attached to the post.
4. **Accounting Clerk (FMG/AC 2) (Vacant)** in the **National Council for Senior Citizens, Kingston**, salary range \$754,259 - 896,577 per annum and any allowance(s) attached to the post.

1. **Assistant Auditor (FMG/AS 1)**

Job Purpose

To assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems in accordance with the Government policies and procedures to determine the adequacy and integrity of the system.

Key Responsibilities

Technical

- Prepares Work Plans to support the time Budget based assignment;
- Conducts Audit Inspections of areas such as payroll, vouchers, receipts and payments, Bank Reconciliation Statement, furniture and equipment inventories, stores, farm work payments, Work Permit and pay and condition of employment to determine if transactions were properly supported in accordance with the FAA Act and Government Regulations and are arithmetically correct;
- Conducts comprehensive research/walk through on all aspects of assigned Departments/Division/Agencies;
- Discusses audit findings with Team Leader and Senior Auditor;
- Prepares and submits working papers and Audit Reports of finding and makes recommendation;
- Prepares charts, tables and flow charts to aid in the presentation of audit findings;
- Determines compliance with the relevant policies and procedures;
- Assesses the effectiveness of the Internal Control System in place;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent analytical skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to work in team
- Working knowledge of relevant computer application
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications
- ACCA Level 1
- At least one (1) year work experience

2. Monthly Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Payroll Manager the incumbent will have direct responsibility for the control and payment of salaries and wages for monthly paid staff.

Key Responsibilities

To ensure the operation of an effective and efficient payroll system.

Salary Computation

- Has direct responsibility for monthly payrolls (Permanent and Temporary Monthly paid staff) in respect of the Ministry of Labour and Social Security;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the Payroll System. This include:
 - ✓ salary particulars in respect of new employees
 - ✓ new appointments (promotions) and acting appointments
 - ✓ details of deductions to be made from salary
 - ✓ transfers, resignation, dismissals, Study Leave, Vacation Leave and dates of resumption.
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances On and Off salary Control Register for each payroll run.
- Maintains continuous record of salary particulars of each employee on the payroll showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes re acting appointment etc;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns

- 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, N.I.S and N.H.T are made promptly after the end of the year.

Other Duties

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff :
 - ✓ name of employees
 - ✓ present salary
 - ✓ date of appointment
 - ✓ incremental dates
 - ✓ etc.
- Provides letters to employees or organizations on behalf of employees salary particulars, such as, NHT/NIS contributions, Income Tax, Education Tax, P24, P45 etc

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills;
- Excellent communicator.
- Problem solving skills.
- Good team skills

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;

- Completion of second year of the B.Sc. Degree in Accounting/ Management studies with Accounting or BBA Degree at an accredited University.
- Associate Degree in Business Studies/Business Administration/Management Studies;
- Associate Degree in Accounting from Management institute for National Development (MIND) or
- Certificate in Government Accounting Level 2;
- Experience in government payroll computation and administration.

3. Accounting Technician (FMG/AT 1)

To be a senior checker of bills, claims, invoices etc. to ensure their validity and accuracy and for entry to accounts payable.

Key Responsibilities

To check all regular bills, claims, vouchers assigned , ensuring that there is probity, propriety, regularity, authenticity and accuracy of claim and to check imprests reimbursement claims, contract and other technical vouchers or claims.

- Checks thoroughly all vouchers assigned for the following :
 - ✓ the presence of an approved commitment requisition;
 - ✓ the presence of necessary bills/claims/documents, authority etc. and that it has been countersigned by the Programme Manager where necessary;
 - ✓ arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
 - ✓ adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on inventory;
 - ✓ adherence to the FAA Act, FAA Act Financial Regulations, FAA Act Instructions, staff orders and all other pertinent statutes;
 - ✓ the accuracy of the account codes and other information recorded on the voucher;
 - ✓ all other checks as deemed necessary.
- Signs vouchers and *checks* that they are correct in all regards;
- Enters all checked vouchers into accounts payable.

Required Knowledge, Skills and Competencies

- Good team skills
- Excellent interpersonal skills.

Minimum Required Qualification and Experience

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

4. Accounting Clerk (FMG/AC 2)

Job Purpose

To provide assistance to the Accounting Technician in the daily activities of the Accounts Department.

Key Responsibilities

- Prepares invoices;
- Prepares commitment and payment vouchers;
- Maintains records of goods received;
- Types and file correspondence;

- Records and disburses cheques.

Required Knowledge, Skills and Competencies**Functional**

- Knowledge of Accounting

Behavioural

- Written communication skills
- Compliance
- Use of technology

Minimum Required Qualification and Experience

- Four (4) GCE O'Level subjects (Grades A-C), CXC (General, Grade1-3) SSC (Rages 4 or 5) and Guilds Level 3 passes, including English and Mathematics or a numeric subject.
- Post-secondary Certificate in Accounting and in-service training courses in Government Accounting are assets.

Applications accompanied by résumés should be submitted **no later than Friday, 10th August, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**