



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 274**  
**OSC Ref. C.4664<sup>12</sup>**

**13<sup>th</sup> August, 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 **Accountant General's Department (AGD)**:

1. **Treasury Accountant (FMG/PA 2) - (Not Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Final Accounts Officer (FMG/AT 3) - (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
3. **Revenue/Treasury Officer (FMG/AT 3) - (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.
4. **Payroll Officer (FMG/AT 3) - (Not Vacant)**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.

1. **Treasury Accountant (FMG/PA 2)**

**Job Purpose**

The Accountant will ensure that the consolidated accounts are prepared according to the set regulations, laws, standards and guidelines and are presented to the Ministry of Finance and Public Service and other stakeholders on time.

**Summary of the broad purpose of the position in relation to the Government's goals and strategies:**

- To produce Government accounts which are accurate, comprehensive, timely and which present a true and fair picture of fiscal operations;
- To produce Management Accounts which facilitate and aid informed decision making in Government;
- To record and prepare financial reports which are accurate and complete in accordance with Government Accounting principles and professional standards.

**Key Responsibilities**

***Technical:***

- Gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal, statistical, and related data; posts and maintains journals, subsidiary, and control ledgers;
- Prepares monthly/quarterly/annual accounts of Government of Jamaica in accordance with prescribed standards, accounting policies, regulations and procedures;
- Verifies transactions for proper classification;
- Prepares statements to inform management of the revenue, expenditure and deficit position of Government to facilitate mid-course correction, if required.

**Required Knowledge, Skills and Competencies**

- Comprehensive, in-depth knowledge of Accounting practices and applications
- Knowledge of international Public Sector Accounting Standards IPSAS
- Knowledge of Government Accounting
- In-depth knowledge and experience in all areas of financial management
- Comprehensive knowledge of investment strategies
- Comprehensive knowledge and experience of GoJ operations and of public sector issues
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of banking operations
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions

- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to determine priorities, and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills
- **Ability to work effectively under pressure**

***Desirable:***

- Knowledge of Public Treasury operations

**Minimum Required Education and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University **or**;
- ACCA Level 2 **or**;
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Experience in auditing;
- Six (6) years' experience in a related field with at least three (3) years in a similar position.

***Desirable:***

- Evidence of continuing professional development in Accountancy.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

**2. Final Accounts Officer (FMG/AT 3)**

**Job Purpose**

The Final Accounts Officer is responsible for the management and execution of procedures related to the preparation and completion of all final accounts for AGD, Pensions, Statutory and Recurrent, Debt Amortization and Public Debt Interest Heads, ensuring that the records are complete and accurate; and the production of all required reports.

**Summary of the broad purpose of the position in relation to Government's goals and strategies to:**

- To post the approved Budgets and Warrant Allocations for AGD, Pensions Statutory, Pensions Recurrent, Debt Amortization, and Public Debt Interest Heads to the Government Financial Information System (GFMS);
- To manage warrants by raising commitments;
- To prepare Journals for budget adjustments and correction of errors etc. for the respective Heads;
- To prepare Financial Statements and Appropriation Accounts inclusive of all Heads which are the reporting responsibility of the Accountant General;
- To ensure that deadlines prescribed by the FAA Act, its Regulations and Instructions for the preparation and submission of monthly and annual accounts are complied with.

**Key Responsibilities**

***Technical:***

- Posts the approved Budgets for AGD and Pensions Statutory and Recurrent, Debt Amortization and Public Debt Interest Heads to the Government Financial Information System (GFMS);
- Posts monthly Warrant Allocations to GFMS;
- Prepares Journals for budget adjustments and correction of errors for Debt Amortization and Public Debt Interest Heads;
- Prepares Journals for Pensions Recurrent and Statutory, to reflect direct bank debits to pensioners' accounts and related bank charges, correction of errors and any necessary adjustments;
- Raises commitments;
- Certifies payments and journals vouchers;
- Prepares Journals for budget adjustments and correction of errors for Debt Amortization and Public Debt Interest Heads, and to reflect direct bank debits to pensioners' accounts and related bank charges, and any necessary adjustments for Pensions Recurrent, and Pensions Statutory;
- Generates and analyzes Financial Statements for the various Heads, makes any required adjustments and submits;
- Prints, signs and submits monthly Financial Statements for the various Heads;
- Prepares and submits annual Appropriation Accounts for all Heads justifying any material variations;
- Prepares summary of budgeted vs. actual expenditure in respect of all relevant Statutory Heads (Statement H);
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Comprehensive knowledge of Government Accounting
- Working knowledge of relevant computer systems and applications
- Working knowledge of the Staff Order and the FAA Act
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Collaboration and Team Work:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure

- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility

***Desirable:***

- Knowledge of Public Treasury operations

**Minimum Required Education and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Three (3) years working in the field of Accounting or Finance in a similar capacity, preferably in the Public Sector.

***Desirable:***

- Experience in the research and analysis of budgetary policies and procedures and formulating recommendations for management.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

**3. Revenue/Treasury Officer (FMG/AT 3)**

**Job Purpose**

Reporting to the Revenue Analyst, the Revenue Officer is responsible for recording, posting and journalizing entries related to revenue so that a complete set of records related to GOJ revenue can be produced each month for effective revenue management and in compliance with the FAA Act. This position is required to complete a very large volume of work to process all revenue received to the Central Treasury Management System (CTMS) daily.

**Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To manage receipts into the Consolidated Fund/Revenue Accounts;
- To reconcile the Revenue Accounts;
- To prepare and submit Revenue Statements;
- To post surrenderable balance.

**Key Responsibilities**

***Technical:***

- Posts receipts to the Consolidated Fund/Revenue Bank Accounts;
- Prepares Journal entries for approval;
- Prepares Cash Books and Bank Reconciliation for the Consolidated Fund/Revenue Accounts;
- Assists the Revenue Analyst with the preparation of timely and accurate Financial Management Reports, special reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports as requested;
- Acts as a Liaison Officer between the Treasury and other MDAs in accordance with defined procedures;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Collaboration and Team Work:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face-to-face, with excellent public speaking skills.
- **Ability to work effectively under pressure.**

#### ***Desirable:***

- Good Knowledge of Public Treasury operations

### **Minimum Required Education and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Experience in accounting with at least two (2) years' experience in Accounting, preferably in the Public Sector.

### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

#### **4. Payroll Officer (FMG/AT 3)**

##### **Job Purpose**

The Payroll Officer, Pensions supports the processing of pension payments from the Consolidated Fund to Public Sector pensioners.

##### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To process and effect the payment of monthly pensions to eligible Government Pensioners;
- To facilitate the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- To comply with financial regulations and standards in effecting pension payments.

##### **Key Responsibilities**

###### ***Technical:***

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners;
- Verifies accuracy of pension payment against Pensioner's file/records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or Agent etc.;
- Updates Pensioners' payment cards in relation to restoration of full pension, Health Insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;
- Checks payment cards audit trail for accuracy and submits to Supervisor for verification;
- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased Pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to Pensioners based on circular received from the Ministry of Finance and the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for Pensioners whose contributions were deducted beyond the cessation dates
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased Pensioners;
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased Pensioners to ensure balance;
- Submits returned cheques for deceased Pensioners, for lodgment to the relevant Bank Account;
- Requests that cheques lodged to Treasury Deposits be re-issued once Pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies Pensioners' personal data e.g. (date of birth and address);
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System;
- Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator;
- Assists in dispatching monthly payroll for Pensioners;
- Performs any other related duties that may be assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll Accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

- **Analytical Thinking, Decision Making, and Problem Solving skills:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Ability to work effectively under pressure**
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
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- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face
- **Integrity:** The ability to consistent demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department in a consistent, effective and efficient manner

***Desirable:***

- Good Knowledge of Public Treasury operations

**Minimum Required Education and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Three (3) years working in the field of Accounting.

***Desirable:***

- Public Sector experience

**Special Condition Associated with the Job**

- Required to meet numerous critical deadlines from time to time.

Applications accompanied by Résumés should be submitted **no later than Thursday, 26<sup>th</sup> August, 2021 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

**Email: careers@treasury.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**