



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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### **CIRCULAR No. 309** **OSC Ref. C.6555<sup>12</sup>**

20<sup>th</sup> September, 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 vacant post of **Collections and Disbursement Officer (FMG/AT 1)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$797,713– \$948,230 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Responsible for the collection and lodgment of all monies relating to bankrupt estates; the preparation and disbursement of cheques as well as the maintenance of estates and miscellaneous revenue Cash Books, Petty Cash Imprest and the filing of payment vouchers.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Collects funds, issue receipts and makes lodgements in respect of the Estate Accounts and Miscellaneous Revenue Accounts;
- Writes cheque numbers on payment vouchers and prepares and dispatches cheques on behalf of bankrupts;
- Prepares and balances Cash Books for the Estate Accounts and Miscellaneous Revenue Accounts;
- Maintains system to calculate telephone calls made by staff on behalf of bankrupts and making arrangements to collect the amounts due from the relevant accounts;
- Prepares monthly Bank Reconciliation Statements for the Estate Accounts;
- Maintains Petty Cash Imprest, making authorised Petty Cash payments and obtaining Petty Cash reimbursements when necessary;
- Maintains disbursement Register by ensuring the following:
  - Cheque numbers are recorded
  - The names of payees are stated
  - The payment voucher number is recorded for easy reference
  - All cheques are signed for by persons collecting them
  - Identifying numbers of persons collecting cheques are recorded
  - Cheque and issue dates are recorded
- Stamps payment vouchers and supporting documents '**paid**' to prevent overpayment
- Files payment vouchers;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Prepares reports as required by Director of Accounts, Management Accountant or other Unit Heads;
- Performs any other related duties assigned from time to time.

#### **Required Knowledge/Skills/Competencies**

##### ***Core:***

- Excellent knowledge of accounting standards and procedures
- Proficiency in the use relevant computer applications
- Ability to work in teams
- Excellent customer service skills
- Effective verbal and listening communication skills
- Excellent interpersonal skills

#### **Minimum Required Qualification and Experience**

- AAT Level 1 or;
- ACCA- CAT Level 1 or;
- Certificate in Public Administration/Management Studies (UWI) or;

- Diploma in Business Administration from a Community College or;
- NVQ-J Level 1 in Accounting or;
- Certificate in Accounting from a recognized university or;
- Certificate in Government Accounting Level 1 or;
- Completion of the first year of the BSc Degree in Accounting/Management Studies with Accounting or BBA Degree of an accredited University or;
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Friday, 1<sup>st</sup> October, 2021 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6

Email: [hrm@moa.gov.jm](mailto: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