



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 314 **OSC Ref. C. 4515/S3**

21st 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 be assigned to the post of **Payment Clerk (FMG/AC 2) (vacant)** in the **Court Administration Division (CAD)** salary range \$754,259 – \$896,577 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent maintains the various Accounting Registers and answers queries from clients.

Key Responsibilities

Technical/Professional:

- Inserts vouchers onto the FINMAN System;
- Processes stamp, maintenance and Petty Cash Imprests for the Parish Court, Supreme and Revenue Courts;
- Ensures that the Ministry of Finance and the Public Service Main Imprest System is updated;
- Processes upkeep claims for the Supreme and Revenue Courts;
- Processes taxi, super, and refreshment claims for the Supreme Court and Revenue Courts;
- Processes mileage for the Supreme Court Circuits;
- Prepares Rent Vouchers for payment and Log in Register for all Heads;
- Conducts client history research to address all queries;
- Answers call and makes checks in regard to queries.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines;
- knowledge of the organization's policies, procedure and mandate;
- Knowledge of accounting principles and practices
- Good interpersonal relation skills
- Good communication i.e. oral, written and presentation skills;
- Proficient in the use of relevant Computer Applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to work in a team;

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.
- At least 1 year working experience in a related environment.

Applications accompanied by résumés should be submitted **no later than Monday, 4th October, 2021 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5.**

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**