



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 27
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25th January, 2022

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 **Finance and Accounts Division, Ministry of Justice**:

1. **Accounting Technician – Final Accounts (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Accounting Technician (Payments) (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.

1. Accounting Technician – Final Accounts (FMG/AT 3)

Job Purpose

Under the supervision of the Financial Reporting and Reconciliation Supervisor, the incumbent is to ensure the timely production of Expenditure Reports and Bank Reconciliations.

Key Responsibilities

- Researches banking errors/matters;
- Performs follow-ups to ensure that errors are corrected;
- Reconciles all bank accounts;
- Reconciles other accounting records/transactions, as identified;
- Reports on areas of reconciling weaknesses, errors and discrepancies;
- Certifies Reconciliation Statements and Journals;
- Researches all reconciling transactions and clear;
- Drafts Monthly Expenditure Reports;
- Examines Financial Statements for errors;
- Prints and submits Financial Statements;
- Circulates Monthly Financial Statements, upon authorization;
- Draft Annual and Quarterly Expenditure Reports;
- Assists with the preparation of the Annual Appropriation Accounts;
- Drafts Ad Hoc Financial Reports as requested;
- Assists in preparing responses to Audit Queries;
- Ensures that advance balances are cleared promptly;
- Clears existing backlog within the specified timeline;
- Requests documents for the clearing of advances;
- Files and secures accounting records;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Technical knowledge of FMIS, BRS, JaBIS, Biz Pay, EEPs, etc.
- Basic knowledge of network operating system
- Knowledge of computer information system security regulation and procedures
- Good documentary and reporting skills
- Good oral and written communication skills
- Integrity
- Ability to work in a team
- Ability to work on own initiative
- Excellent interpersonal skills
- Excellent time management skills
- Adaptability
- Compliance
- Customer and Quality Focus

Minimum Required Qualification 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.

2. Accounting Technician (Payments) (FMG/AT 3)

Job Purpose

Under the supervision of the Payments Supervisor, the incumbent certifies Payment and Journal Vouchers and prints cheques for the Deposit Accounts.

Key Responsibilities

- Certifies payment vouchers (electronically);
- Certifies journal vouchers;
- Certifies Payment and Journal Vouchers on GFMS;
- Certifies Payment Schedules and entries in the Payment Registers;
- Prints cheques for all Departments;
- Performs research on payment transactions;
- Certifies Subsidiary Ledgers/Registers;
- Maintains Contractual files/records;
- Ensures registers are accurately maintained;
- Prepares Contractual Payment Schedules;
- Prepares and uploads Withholding Tax Certificates;
- Prepares Expenditure Reports;
- Ensures monthly rental and utility payments are processed for the due dates;
- Makes recommendations for improvements;
- Responds to customers queries on matters relating to the areas of responsibility;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Technical knowledge of FMIS, BRS, JaBIS, Biz Pay, EEPPS, etc.
- Basic knowledge of network operating system
- Knowledge of computer information system security regulation and procedures
- Good documentary and reporting skills
- Good problem-solving and decision-making skills
- Good analytical skills
- Good oral and written communication skills
- Integrity
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- Good time management skills
- Adaptability
- Compliance
- Customer and Quality Focus

Minimum Required Qualification 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.

Applications accompanied by Résumés should be submitted **no later than Monday, 7th February, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

E-mail: careers@moi.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**