



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 81
OSC Ref. C.6555¹³

23rd February, 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 fill the **vacant** post of **Accounting Technician (Salaries and Disbursement) (FMG/AT 3)** in the **Finance and Accounts Branch, Trade Board Limited**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for the control of payment of Fortnightly and Monthly salaries and to contribute to the efficient and orderly operations of the Finance and Accounts Unit by ensuring the accurate and timely lodgments of funds to the relevant bank accounts and maintaining Trade Board Limited's (TBL's) Deposit Holders Account and Filing System.

Key Responsibilities

- Checks all the Allowance Claim Forms to ensure that they are accurately calculated and processed accordingly;
- Prepares the Annual Returns for Income Tax, NIS, NHT and Education Tax for the relevant Statutory Bodies and submits to the Financial Accountant for review;
- Prepares Fortnightly and Monthly Payroll in accordance with approved salary package;
- Ensures that advances and overpayment (if any) are promptly recovered;
- Calculates statutory and authorized deductions and remits to relevant Government and financial institutions;
- Prepares Deductions Reports;
- Prepares Payment Vouchers in cases of adjustments made to the Payroll;
- Balances Payroll and adjusts monthly summary;
- Prepares costing for all retroactive payments due to Fortnightly and Monthly paid employees, including those resulting from reclassification/upgrade or new Heads of Agreement;
- Maintains Salary Deductions Control Register effectively;
- Ensures that all source documents are noted and placed on file for retrieval;
- Prepares all relevant salary particulars including P24, P45, salary leaving and pension particulars requested by employees;
- Provides letters to employees in respect of salary particulars, contributions and other deductions;
- Files information pertaining to memoranda and deduction orders received;
- Records data concerning transfers and resignations of employees;
- Reviews employees status, assignments, rates of pay and benefits;
- Packages Monthly and Fortnightly salaries and submits to be disbursed;
- Checks and records Deposit Holders; deposits to Peach Tree System;
- Prepares and submits invoices to Deposit Holders;
- Prepares and submits Monthly Statements to Deposit Holders;
- Checks and verifies Deposit Holders request;
- Prepares all payment vouchers and submits to Checking and Certifying Officer for signature;
- Enters Journal Vouchers and Cashier's daily revenue collection to Peach Tree System;
- Prepares monthly Invoice for payment of Revenue to TAJ and AGD;
- Prepares and submits utility bills to Accountant to process payment;
- Dispatches salary deduction cheques to the relevant Agencies and ensures they are properly recorded and signed for;
- Assists in the preparation of audit schedules;
- Maintains Petty Cash Imprest, making authorized Petty Cash payments and obtain Petty Cash reimbursement when necessary;
- Prepares monthly lodgments for TBL's Bank Accounts;
- Issues cheques to payees upon proper identification;
- Performs Cashier duties in the absence of the incumbent;

- Lodges amounts received to the relevant bank account promptly and ensures that the amounts received are correct and receipts properly drawn;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale-dated cheques;
- Records Journals Vouchers submitted by Finance Manager for payroll, depreciation, revenue collection and bank charges, on a monthly basis and other adjustment journals;
- Maintains Utilities Register;
- Files accurately and timely, all accounting documents including Bank Statements, Accounting Statement, Deposit Holders Lodgment/Receipt Slips, Revenue Collection and Payment Vouchers;
- Ensures that Deposit Holders account balances are kept at a minimal level;
- Processes Deposit Account Application request for prospective customers;
- Notifies customers to collect cheques within the agreed timeframe;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong oral and written communication skills
- Excellent teamwork skills
- Commitment to service quality
- Strong organizing and time management skills
- High level of compliance
- Goal/Result oriented
- Strong interpersonal skills
- Sound judgement skills
- Highly confidential
- Good problem-solving and analytical skills
- High level of integrity and ethics exercised in the performance of duties
- Excellent use of Initiative
- Efficiency at the intermediary level in the use of technology (such as Microsoft office applications, database management, etc.)
- Excellent numeracy and computation abilities
- Proficiency in Accounting Packages such as Peachtree/SAGE, Turbopay, IPS, Microsoft Excel and Word
- Knowledge of the Government of Jamaica Accounting Procedures
- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of the Public Bodies Management and Accountability (PBMA) Act
- Knowledge of the International Financial Reporting Standards (IFRS)
- Sound knowledge of accounting principles and practices
- Sound Knowledge in payroll administration

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.
- Three (3) years' work experience, preferably within a Government institution.

Special Condition Associated with the Job

- Extended hours may be required to meet project deadlines;
- Ability to work under pressure and with minimum supervision.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9th March, 2022 to:**

Director, Human Resource Management and Administration
The Trade Board Limited
10th Floor, Air Jamaica Building
72 Harbour Street
Kingston

Email: hrm@tradeboard.gov.jm

Please note that only short-listed 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