



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 83
OSC Ref. C. 4857¹⁶

24th 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 be assigned to the post of **General Journal Officer (FMG/AT 2) - (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$953,768 – \$1,133,731 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Manager, Final Accounts the incumbent will be responsible for the preparation and posting of Journal Vouchers, the maintenance of the Fixed Asset Register and Subsidiary Ledgers.

Key Responsibilities

- Receives documents for the preparation of journals and prepares same;
- Assigns Journal Voucher numbers according to the number of sequence adopted;
- Inserts to the Accrual Accounting Application (FINMAN) adjustment/journal vouchers, monthly analysis of Expenditure Statements and appropriation in aid for Agencies;
- Checks the correctness of postings;
- Maintains Journal Voucher Files;
- Maintains a current Subsidiary Ledger containing the details of all individual transactions in respect of Fixed Assets acquired, advances paid/recovered, as well as deposits received/disbursed;
- Extracts details of transaction from relevant supporting documentation e.g. bills, invoices, claims, receipts etc. and posts to relevant Subsidiary Ledger;
- Reconciles the Subsidiary Ledger's totals with the Financial Management System computer generated total;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Skill in operating computerized Payroll Accounting Systems
- Knowledge of Government of Jamaica Regulations related to Public Sector Accounting
- Knowledge in effecting Manual and automated Bank Reconciliations

Core:

- Excellent time management and organizing skills
- Good oral and written communication skills
- Good problem-solving skills
- Ability to work in a team
- Good work attitude
- Detail Oriented
- Ability to cope well under pressure and meet deadlines

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year in BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- Associate of Science Degree in Business Studies/Business Administration/Management Studies; **or**
- Associate of Science Degree in Accounting from the Management Institute for National Development (MIND); **or**

- Certificate in Government Accounting Level 2.

Applications accompanied by Résumés should be submitted **no later than Thursday, 10th March, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**