



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 79
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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/be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Payroll Manager (FMG/PA 1) – (Not Vacant) – Payroll Unit**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.
2. **Senior Accounts Payable Officer (FMG/AT 3) – (Vacant) – Accounts Payable Unit**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Expenditure Management Officer (FMG/AT 2) – (Not Vacant) - Management Accounting Unit**, salary range \$953,768- \$1,133, 731 per annum and any allowance(s) attached to the post.
4. **General Journal Officer (FMG/AT 1), (Vacant) Final Accounts Unit**, salary range \$829,622 – \$986,160 per annum and any allowance(s) attached to the post.

1. Payroll Manager (FMG/PA 1)

Job Purpose

Reporting to the Director, Financial Accounts, the Payroll Manager has responsibility for the control and payment of salaries and wages for the staff of the Ministry. The primary objective of the position is to ensure the operation of an effective and efficient Payroll System and that staff are paid correctly and in a timely manner in accordance with the Financial Administration and Audit Act, its Regulations and Instructions.

Key Responsibilities

- Ensures the operation of an efficient and effective payroll system in keeping with established rules, regulations, instructions, standards and practices;
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures the highest standards of financial and accounting integrity in the processing and production of salary data on the Ministry's computer-based Payroll Reporting and Accounting System by:
 - Reviewing on a continuous basis the existing system to determine the adequacy of its security and control over its use and operation.
 - Implementing adequate controls for the input and processing of Payroll Data and the operation of the system
- Participates in the Budget process by preparing Personnel Emoluments Budget for the Directorate.
- Prepares and submits the annual Wage Bill to the Director, Management Accounts;
- Executes the functions of Authorizing Officer;
- Participates in Interim Audit Exercises by providing auditors with the necessary information and timely answers to audit observations and queries;
- Supervises the staff in the Payroll Unit to ensure that the Unit's objectives are achieved;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- General knowledge of the role and mandate of the Ministry of Foreign Affairs and Foreign Trade

- Sound knowledge of the Financial Administration and Audit Act and Regulations related to public sector payments
- Sound knowledge of the Staff Orders and the Foreign Service Orders
- Excellent time management and organising skills
- Excellent analytical skills
- Ability to exercise sound judgement in difficult situations
- Excellent oral and written communication skills
- Good problem solving skills
- Excellent interpersonal and influencing skills
- Ability to work under pressure to meet deadlines
- Proficiency in operating computerised accounting systems
- Expertise in Government payroll accounting.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited tertiary institution
- A. Sc Degree in Business Studies/Business Administration from an accredited tertiary institution;
- A. Sc in Accounting –MIND
- Diploma in Government Accounting, MIND
- B. Sc Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited tertiary institution;

2. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

Reporting to the Payment Manager, the Senior Accounts Payable Officer assists in ensuring the smooth and effective operations of the Payments and Disbursement Units in keeping with the FAA Act, its Regulations and Instructions. The incumbent will also be responsible to ensure that there is adequate custody and control over the movement of all vouchers, registers, ledgers, and reports generated and utilized by the Payments Unit.

Key Responsibilities

- Prepares the monthly Aged Payables Report for submission to the Ministry of Finance and the Public Service within the stipulated timelines;
- Ensures the proper maintenance of all records relevant to the Payments and Disbursements processes;
- Performs daily monitoring of the Payment System to ascertain the status of work-in-progress;
- Ensures the timely release of all legitimate payment authorized on the FINMAN System to the CTMS portal;
- Ensures that details/particulars for new clients are accurately entered on the CTMS Payment Portal;
- Co-ordinate the activities to ensure that manual payments are cleared from the CTMS Portal in a timely manner;
- Prepares Withholding Tax Certificate (WTC) using PDF template provided by Tax Administration Jamaica (TAJ) obtaining the information from Payment Voucher/Invoices;
- Assists with the calculation of Per Diem for officer travelling on official duties overseas;
- Assists the Payment Manager in the preparation of monthly Status Reports and other special reports;
- Dispatches Statutory Deductions Cheque on behalf of the Overseas Mission to the relevant Agencies and follows up to ensure receipts are received in a timely manner;
- Checks off cashier to ensure that cash collected balances with the receipts issued and the relevant Cash Books;

- Ensures that all lodgements are accurately checked and that all public funds in the custody of the Cashier are properly secured and accounted for in keeping with the relevant regulations balanced before dispatch to the Bank;
- Performs any other related duties that may arise from time to time.

Required Knowledge, Skills and Competencies

Core

- Good organizing skills
- Excellent oral and written communication skills
- Good problem solving skills
- Good team skills
- Good Interpersonal skills
- Ability to cope well under pressured working conditions to meet deadlines

Technical

- Skill in operating computerised Accounting Systems;
- Expertise in accrual accounting;
- Good grasp of and working knowledge of GOJ regulations related to public sector payments and procurement.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited tertiary institution
- A.Sc Degree in Business Studies/Business Administration from an accredited tertiary institution;
- A.Sc in Accounting –MIND
- Diploma in Government Accounting, MIND
- B.Sc Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor Degree Programmes mentioned above.

3. Expenditure Management Officer (FMG/AT 2)

Job Purpose

Reporting to the Director, Management Accounts, the Expenditure Management Officer is responsible for recording commitments for goods and services made on behalf of the Ministry in keeping with the Ministry's Budget and discharges these commitments when the goods and services have been delivered and funds are available.

Key Responsibilities

- Reviews unexpended Vote and approves requests for commitments from Programme Managers;
- Checks uncommitted Vote on FINMAN to ascertain if resources are available to cover Purchase Orders;
- Codes, commits and dispatches Purchase Orders;
- Records Purchase Order commitment data on FINMAN Tracking System;
- Monitors bank balances on FINMAN and at the bank to ensure adequacy of resources and makes funds available to meet invoices and claims approved for payment;
- Ensures that the FINMAN Commitment Module for the Missions are updated daily;

- Checks coding of invoices received from the Administration and Office Management Unit and other Departments;
- Checks the FINMAN Bank Balance and funds the payment of invoices;
- Discharges commitments for the preparation of cheques;
- Enters commitments and discharges in FINMAN Tracking System.
- Reviews Work-in-Progress and advises supervisor of Purchase Orders to be committed and Commitments not discharged for lack of funds;
- Checks FINMAN Monthly Reports to ensure accuracy of 'Uncommitted Vote' before submission to Programme Managers;
- Generates monthly reports on Uncommitted Vote, undischarged commitments and unpaid invoices (accounts payable) for each programme.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade.
- Sound knowledge of the Financial Administration and Audit Act.
- Comprehensive knowledge of Government accounting principles and practices.
- Good interpersonal and customer service skills.
- Ability to work in teams.
- Good oral and written communication skills.
- Good organizing skills.
- Working knowledge of relevant computer applications.

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited tertiary institution
- A. Sc Degree in Business Studies/Business Administration from an accredited tertiary institution;
- A. Sc in Accounting –MIND;
- Successful completion of second year of B. Sc Degree in Accounting or Management Studies with Accounting or BBA Degree at an accredited university;
- Certificate in Government Accounting Level 2

4. General Journal Officer (FMG/AT 1)

Job Purpose

Reporting to the Director, Final Accounts, the General Journal Officer is responsible for the preparation and posting of Journal Vouchers, and the maintenance of subsidiary ledgers.

Key Responsibilities

- Receives documents for the preparation of journals and prepares same;
- Inserts to the (FMIS), Adjustment/Journal Vouchers, Expenditure Statements and Appropriation In Aid for Overseas Missions and checks the correctness of the posting;
- Maintains Journal Voucher Files;
- Maintains up to date Subsidiary Ledgers containing the details of transactions in respect of advances paid/recovered, as well as deposits received/disbursed;
- Reconciles the Subsidiary Ledger Totals with the FINMAN computer generated totals;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade.
- Knowledge of the Financial Administration and Audit Act and the Staff Orders
- Knowledge of government accounting principles and practices.

- Ability to work in teams.
- Good oral and written communication skills.
- Good organizing skills.
- Ability to work under pressure to meet deadlines
- Experience in operating computerised accounting systems
- Proficiency in computer applications.

Minimum Required Qualification and Experience

- AAT Level 1 or;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI
- Diploma in Business Administration from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from a recognized University or
- Certificate in Government Accounting – Level 1 (Modules 1-5) or;
- Completion of the 1st year of the B.Sc. or BBA Degree in Accounting/Management Studies from a recognized University;
- Completion of the 1st year of the Associate of Science Degree in Accounting at MIND;

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

**Senior Director, Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**