



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 116
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24th March, 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 **Ministry of Local Government and Rural Development**:

1. **Final Accounts Officer (FMG/AT 2) – (Not Vacant)**, salary range \$953,768 – 1,133,731 per annum and any allowance(s) attached to the post.
2. **Commitment Control Officer (FMG/AT 1) – (Not Vacant)**, salary range \$829,622 – 986,160 per annum and any allowance(s) attached to the post.

1. **Final Accounts Officer (FMG/AT 2)**

Job Purpose

Reporting to the Financial Accounts Manager, the incumbent is responsible for the proper and timely Reconciliation of Bank Accounts. The incumbent is also responsible for the preparation and posting of Journal Vouchers.

Key Responsibilities

Technical/Professional:

- Ensures that the Bank Statements and cashed cheques are collected promptly from the bank;
- Sorts cashed cheques by date and numerical sequence;
- Ensures that cashed cheques are properly ticked off against the Bank Statements to determine accuracy or any discrepancies;
- Ensures the Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details identifying and resolving any errors found until the reconciliation is balanced and 'clean' of any errors that can be adjusted immediately in the period;
- Examines Bank Statement against Cash Book to verify balances, receipts and lodgements;
- Prepares Journal Vouchers for Bank Charges, Debit and Credit advice, Salaries and all Heads of Accounts;
- Posts Journal Vouchers to Financial Management Information System (FINMAN) System in relation to expenditures paid by Accountant General's Department on a monthly basis for utilities, Statutory Deductions, salaries and/or Travelling Allowance;
- Examines Journal Vouchers to identify adjustments to Bank Statement and posts adjustment to the (FINMAN) System;
- Checks receipts/bills and posts Journal Vouchers for personal advances and clear advances expeditiously by liaising with Final Accounts Manager;
- Reconciles Bank Accounts for salaries, projects and all heads of accounts;
- Advises the Final Accounts Manager, where necessary, of adjustments to be made to the Bank Statements;
- Submits completed Bank Reconciliation Statements to the Manager, Final Accounts;
- Assigns Journal Voucher Numbers according to the number sequence adopted;
- Posts Journals and checks the correctness of posting;
- Maintains Journal Voucher files;
- Sorts cheques in numerical order and date and files same;
- Posts Bank Statements;
- Performs other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Good technical skills
- Excellent use of the relevant computer technology

Minimum Required Qualification and Experience

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

2. Commitment Control Officer (FMG/AT 1)

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is responsible for the preparation of the Commitment Control Register.

Key Responsibilities

Technical/Professional:

- Participates in the allocation of carry-on warrant based on inescapable expenditure and participates in the allocation of the approved Budget in accordance with initial Commitment Plans;
- Maintains a detailed Commitment Control Register for programmes/activities within the Ministry in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the Warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from Programme Managers against available cash and commitment planning and enters in Registers if commitment is in order or advises the Director of insufficient funds when necessary;
- Enters discharge when payment of commitments are processed and posts all Expenditure Vouchers to Register, providing progressive balances;
- Submits Monthly or Weekly Analytical Reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the Warrant issued to date and against likely future Warrant releases based on the pattern of releases to date;
- Assist with inserting information on FINMAN, to generate Commitment Vouchers;
- Inserts Vote-on to generate Journal Vouchers;
- Assist with return funds to various activities when balances remain on the FINMAN System and amounts will not be utilized;
- Assists with posting of Commitment and Warrant allocations on FINMAN for all Heads of Estimates;
- Advises the Commitment Control Officer when a payment needs to be directly paid;
- Prepares Monthly Departmental Status Reports for Programme Managers on the funds available under their respective programmes to facilitate decision making;
- Inserts cash on FINMAN/current capital A and B;
- Prepares Monthly Reports of undischarged commitments to Programme Managers in order to ascertain the need of returning funds to the relevant activities;
- Posts the Commitments, Warrant Allocations and other journals on the FINMAN for all Heads of Estimates;
- Performs other such duties and responsibilities assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good customer relations skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Excellent technical skills
- Excellent planning and organizing skills
- Skilled in operating a computerized accounting system

Minimum Required Qualification and Experience

- AAT Level 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI;
- Certificate in Management Studies, UWI;
- Diploma in Business Administration/Studies from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6th April, 2022 to:**

**The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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**