



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 115**  
**OSC Ref. C. 6555<sup>13</sup>**

**22<sup>nd</sup> 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 fill to the post of **Financial Accountant (FMG/PA 2) (Contract)** in **The Trade Board Limited**, salary range \$2,209,583 - \$2,626,500 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direct supervision of the Director, Finance & Accounts, the incumbent is responsible for the preparation of the accounts of The Trade Board Limited (TBL) on an accrual accounting basis and for the timely submission of accurate and complete monthly and Annual Financial Statements to the Director, Finance and Accounts. The incumbent is also the chief advisor to the Director, Finance and Accounts on all financial accounting matters relating to expenditure Budgets and other funds and assets under TBL's control.

**Key Responsibilities**

**Management/Administrative:**

- Provides information/advice to staff and service providers on matters relating to Government and Accounting policies;
- Assumes responsibility as signatory to the TBL's Bank Accounts;
- Prepares Journals Vouchers for payroll, depreciation, revenue collection and bank charges on a monthly basis and other adjustment journals, ensuring that the vouchers are properly prepared, entries are correct and supporting documents are attached and in order;
- Maintains inventory and issuance of stock of cheques leaves and receipt books;
- Analyzes/verifies payment requests (payment voucher) entered on Peach Tree System in respect of its authenticity, cash flow, code classification and budgetary provisions; where satisfactory submits to Accountant for payment;
- Certifies Transport Allowance Schedule submitted by Accountant for accuracy and input information in monthly salary;
- Prepares and or reviews Work Plans for staff under direct supervision.

**Technical /Professional:**

- Maintains proper Government and Commercial Accounting Records, in accordance with the (FAA Act) and the Company's Act respectively;
- Adopts commercial accounting procedures utilizing the fundamental accounting concepts: consistency, accruals, going concern and matching concepts;
- Adopts Government accounting procedures utilizing the cash basis of accounting;
- Assists in the preparation of the Annual and Supplementary Estimates of Expenditure;
- Prepares Annual Wage Bill Data and other reports required by the Ministry of Finance and Public Service;
- Records revenue collected using information from JSWIFT and TBIS payable to Tax Administration Jamaica and Accountant General's Department;
- Prepares and submits monthly Non-Tax Revenue, Appropriation in Aids, Statutory Deductions and Actual Salary Paid reports;
- Ensures that all the accounts are accurately and properly brought to account in the period which it relates;
- Prepares Monthly Bank Reconciliation Statement for TBL's bank accounts to ensure that there is no overdraft;
- Communicates with the bank any adjustments in respect of items on the Bank Statements;
- Prepares and submits completed Bank Reconciliation Statements to the Director, Finance and Accounts;
- Reviews and addresses matters relating to fortnightly and monthly payroll to ensure accuracy is maintained;
- Uploads Salary Payment Information to Banking System;
- Reviews costings prepared for all retroactive payments due especially those resulting from reclassification or new heads of agreement;

- Ensures the proper maintenance of a continuous record of salary particulars for each employee;
- Ensures that salary is correctly computed by the Payroll System Turbopay;
- Reviews and verifies that all statutory deductions and other authorized deductions are calculated accurately and are promptly remitted;
- Periodically reviews Salary Deductions Registers;
- Manages the timely recovery of advances and over-payment on salaries (if any);
- Calculates TBL's loan interest for salaries;
- Reviews the preparation of all salary particulars to include (P24, P45, salary-leaving and Pension Particulars);
- Maintains the various Sub-Ledgers and the General Ledger on a monthly basis;
- Examines the monthly Financial Reports (Trial Balance, Receipts and Payments, Balance Sheet etc.) for accuracy, documents and investigates discrepancies;
- Establishes new accounts for Suppliers and Deposit Holders on the Peach Tree System;
- Reviews and submits Annual Returns for Income Tax, NIS, NHT and Education Tax to the relevant Statutory Bodies;
- Clears Cashier's Daily Revenue Collection entered on Peach Tree System to ensure that the accuracy of the various accounts charged and that it is balanced;
- Records returned cheque lodgements to ensure that a replacement cheque (manager's cheque or cash) is received;
- Monitors and records Account Investments;
- Updates and creates new chart of account numbers on Peach Tree and Turbopay Accounting System;
- Provides guidance to the Accountant in the proper classification/codification process;
- Prepares Audit Schedules for external auditors;
- Responds to queries from staff and external entities in relation to salary and personal deductions made;
- Manages an Inventory System of blank cheques and Receipt Books and places order for same after establishing re-order level;
- Maintains the Company's Fixed Assets Register;
- Liaises with the Manager, Information Technology and the Systems Administrator to facilitate maintenance of Computerized Accounting System;
- Ensures that records are securely stored to facilitate the audits (and for internal control).

#### **Human Resource:**

- Develops/oversees the design of Individual Work Plans for staff under supervision;
- Provides leadership to staff through effective objective setting, delegation, communication, coaching, mentoring, performance management, training, assistance and support is needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures that staff under supervision is aware of and adhere to the policies, procedures and regulations of the Finance and Accounts Unit.

#### **Required Knowledge, Skills and Competencies**

- Integrity and ethics exercised in the performance of duties
- Efficiency at the intermediary level in use of technology (such as Microsoft office applications, database management, etc.)
- Sound strategic management skills
- Excellent knowledge of: Budgetary systems and procedures, especially the laws regulating principles and practices relating to Public Sector budget preparation and administration.
- Government Accounting
- The FAA Act and Regulations
- The PBMA Act
- The GOJ Procurement Guidelines
- International Financial Reporting Standards (IFRS)
- Payroll Administration
- Competence in analyzing and interpreting financial statements and reports

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University along with four (4) years' experience in Accounting, two (2) of which should be at the managerial level.

**OR**

- ACCA Level 2 along with four (4) years' experience in Accounting, two (2) of which should be at the managerial level.

**OR**

- Associate of Science Degree in Accounting or Business Administration from a recognized institution along with a Diploma in Government Accounting (MIND) and five (5) years' experience in Accounting, three (3) of which should be at the managerial level;
- Experience within the Government Sector will be an asset.

**Special Conditions Associated with the Job**

- Extended hours may be required to meet project deadlines;
- Physically able to participate in training sessions, presentations, and meetings;
- Ability to work under pressure and with minimum supervision;
- Typical office environment, no adverse working condition.

Applications accompanied by résumés should be submitted **no later than Thursday, 31<sup>st</sup> March, 2022, to:**

**Director, Human Resource Management & Administration  
The Trade Board Limited  
10<sup>th</sup> Floor, Air Jamaica Building  
72 Harbour Street  
Kingston**

Email: [hrm@tradeboard.gov.jm](mailto:hrm@tradeboard.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**