



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. 175

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29th April, 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 post of **Accounting Technician (FMG/AT 3) - (2 Vacant posts: Montpelier Research Station, Montego Bay, St. James and Orange River Research Station, St. Mary)** in the **Ministry of Agriculture and Fisheries**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Under the direct supervision of the Senior Director (SOG/ST 8), the Accounting Technician 3 (FMG/AT 3) is responsible for issuing and controlling invoice orders/supply requisitions, maintaining and controlling records of payment for public utilities services, preparation of paybill and other related duties.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of estimates for the Annual Budget;
- Prepares salaries for fortnightly paid employees and ensures that all rates are in keeping with Government regulations;
- Maintains Salary Records, prepares and issues Earning Statement to each individual employee;
- Draws invoice order for the purchase of goods and services;
- Collects cash and draws official receipts for sale of Government assets (e.g.) livestock and crops;
- Assists in the procurement of goods and services;
- Maintains Cash Books and prepares Monthly Financial Statements of Revenue and Expenditure;
- Maintains adequate supply of Invoice Order Books, Receipt Books, Cash Books etc.;
- Keeps all Accounting records in a safe and secure condition and place;
- Maintains and controls stores, receives and issues supplies (e.g.) medication, fertilizer etc.;
- Maintains inventory of all (dead) assets e.g. furniture, machinery, tools and equipment;
- Prepares Annual Returns and submits same to the various Government Agencies;
- Prepares bills for payment along with payment voucher;
- Controls Petty Cash and maintains Petty Cash Book;
- Maintains Statutory Deduction records and paying over cheques drawn to such Agencies;
- Performs any other related duties as directed by the Professional Accountant.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good interpersonal skills
- Ability to work in teams
- Compliance
- Integrity
- Good time management skills
- Ability to work on own initiative
- Good problem solving and decision making skills
- Good analytical skills

Technical:

- Good knowledge of the stipulations of the FAA Act and other associated legislation.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Government Accounting
- Proficiency in the relevant/ applicable computerized Accounting System.
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

Minimum Required Qualification and Experience

- AAT level 3; **or**
- ACCA-CAT Level C; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognized University; **or**
- Associate of Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th May, 2022 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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**