



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. 154
OSC Ref. C. 6272¹⁶

13th 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 be assigned to the post of **Accounting Technician (FMG/AT 3) – (Contract/Project) – (2 posts; 24 months)** in the **Public Broadcasting Corporation of Jamaica (PBCJ)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Accountant, the incumbent is responsible for administering the preparation of Schedules in accordance with the relevant Acts and Guidelines for submission to the External Auditors to enable the completion of the Audit process.

Key Responsibilities

- Ensures that the aged Receivables Schedule reconciles with the Trial Balance;
- Ensures that the Fixed Asset Register/Schedule reconciles with the Trial Balance;
- Ensures that the aged payables listing reconciles with the Trial Balance;
- Examines the General Ledger for period under review for the correctness of posting;
- Verifies subvention receivables against Trial Balance;
- Ensures the Statutory Returns (SO1's) are properly recorded and posted to the Trial Balance;
- Examines listing for doubtful debts to ensure correctness of posting;
- Examines the Schedule for accrued expenses for correctness of posting;
- Checks the Schedule for accrued wages for correctness of posting;
- Examines the Schedule of expenses for correctness of posting;
- Checks Schedule of revenue for correctness of posting;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of the FAA Act
- Good knowledge of Accounting Principles and Practices
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Good analytical and problem-solving skills
- Proficiency in the Sage 300 (AccPac) computer application

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level 3; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognised University, eg. UTech; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Completion of the revised Certificate in Government Accounting Course; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized University, eg. Utech, UWI.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th April, 2022 to:**

Director, Human Resource Management and Development
Public Broadcasting Corporation of Jamaica
5-9 South Odeon Avenue
Kingston 10

Email: hr@pbcjamaica.org

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