



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 155
OSC Ref. C.4664¹⁴

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 fill the **vacant** post of **Disbursement Officer (FMG/AT 3)** in the **Accountant General's Department (AGD)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

Job Purpose

The Disbursement Officer is responsible for preparing requisitions and withdrawal orders, posting of warrants to the Treasury Management Module (TMM) and making Journal entries so that a complete set of records related to Government of Jamaica (GOJ) expenditure can be produced each month. He/She is required to complete a very large volume of work to process all payments submitted by the Ministries, Departments and Agencies (MDAs) to the Central Treasury Management System (CTMS) on a daily basis.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare all requisitions and withdrawal orders (Public Debt, Recurrent, Capital and Statutory) as they relate to the monthly warrant;
- To ensure accurate and timely funding of the Central Payment Account (CPA);
- To maintain proper systems and procedures for accurate and timely payment of the Ministries', Departments' and Agencies' daily uploads;
- To prepare the relevant records and reports related to GOJ expenditure;
- To maintain the Cash Books for the CPA and ACH bank accounts.

Key Responsibilities

Technical:

- Posts the warrant to the TMM for certification;
- Prepares and submits requisitions and withdrawal orders for checking;
- Prepares and submits Journal Vouchers via the TMM for certification;
- Posts rejected payments for return to MDAs to the TMM for correction and approval;
- Prepares daily Cash Books for the CPA and ACH accounts;
- Prepares manual and systems payments;
- Assists with the preparation of monthly and other reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity
- Basic knowledge and understanding of Accounting and Reporting Practices
- Basic knowledge of required Legislations, Policies and Procedures
- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of International Public Sector Accounting Standards (IPSAS)

Desirable:

- Good knowledge of public treasury operations

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Two (2) years' experience in Accounting, preferably in the Public Sector.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

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

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.gov.jm

Please note that Security Vetting will be done for all successful candidates.

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**