



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 204
OSC Ref. C. 4515/S3²

27th May, 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 following **vacant** posts in the **Court Administration Division (CAD)**:

1. **Bank Reconciliation Officer (FMG/AT 1)**, salary range \$829,622 – \$986,160 per annum and any allowance(s) attached to the post.
2. **Payments Clerk (FMG/AC 2)**, salary range \$784,430 – \$932,440 per annum and any allowance(s) attached to the post.

1. Bank Reconciliation Officer (FMG/AT 1)

Job Purpose

Under the supervision of the Final Accounts Manager, the incumbent is responsible for reconciling the Judiciary's Salaries Bank Account and checking off cashier's daily balancing activity.

Key Responsibilities

- Ensures that Bank Statements and cashed cheques are collected promptly from the banks;
- Makes entries of all statements received;
- Ensures that all cheques are properly checked off against Bank Statement to determine any discrepancies;
- Liaises with respective banks when errors are found on Bank Statements;
- Prepares reconciliation statement for Salaries Bank Account;
- Prepares Journal Vouchers to account for reconciling items;
- Ensures that all transactions processed by the Cashier are completely accounted for;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent problem-solving skills
- Excellent interpersonal and customer service skills
- Ability to lead and work in team

Technical

- Excellent oral and written communication skills
- Excellent knowledge of Government's Accounting policies and procedures
- Excellent working knowledge of relevant computer application (Biz Pay)
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

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

- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

2. Payments Clerk (FMG/AC 2)

Job Summary

The incumbent maintains the various Accounting Registers and answers queries from clients.

Key Responsibilities

- Inserts claims onto the FINMAN System;
- Records and file all completed Payment Claims/Vouchers for retrieve upon request;
- Processes mileage, taxi, super, subsistence, advance and refreshment claims for Court Administration Division and the Supreme Court staff;
- Processes imprest to all Family Courts and Court of Appeal;
- Processes for payment, all upkeep allowance and mileage for Court Administration Division staff;
- Recovers advance given and prepares Journal Vouchers for all advances recovered for CAD staff ;
- Records all payments prepared in the relevant Registers;
- Conducts client history research to address all queries;
- Deals with the public via telephone or face-to face;
- Performs other job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines;
- knowledge of the Organization's policies, procedure and mandate;
- Knowledge of accounting principles and practices
- Good interpersonal relation skills
- Good oral and written communication and presentation skills;
- Proficient in the use of relevant computer applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to work in a team;

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

Special Conditions associated with the Job

- Constantly sitting


Applications accompanied by Résumés should be submitted **no later than Thursday, 9th June, 2022 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: kadine.lobban@cad.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**