



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
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**CIRCULAR No. 234**  
**OSC Ref. C.5166<sup>8</sup>**

**8<sup>th</sup> June, 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 Accounts Payable Officer (FMG/AT 2) – **(Not Vacant)** in the **Office of the Services Commissions (Central Government)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Director Finance and Accounts (FMG/PA 3), is responsible for the preparation of vouchers, and salaries for fortnightly and temporary monthly paid staff, the maintenance of Statutory Deduction Cards and the distribution of stationery to staff members of the Office of the Services Commissions.

**Key Responsibilities**

***Technical:***

- Prepares Payment and Journal Vouchers;
- Prepares Salaries for Fortnightly and temporary Monthly paid employees of the Office of the Services Commissions;
- Maintains Statutory Deduction Cards for all employees in the Office;
- Prepares Annual Returns for all statutory deductions made from employees' salaries;
- Prepares letters for past and present employees in respect of salary particulars and statutory deductions when necessary;
- Assists in the preparation of Invoices for the purchasing of goods and services rendered to the Office;
- Distributes stationery to staff members;
- Assists in the maintenance and distribution of stationery from the stores.

***Human Resource Management:***

- Participates in the preparation of the Unit Plan;
- Prepares Individual Work Plan, in collaboration with Supervisor;
- Performs other related functions assigned from time to time by the Chief Personnel Officer.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good analytical and numeracy skills
- Sound judgment
- Excellent integrity and ethics
- Confidentiality
- Initiative

***Functional:***

- Excellent knowledge of FAA Act, Public Service Regulations, Staff Orders and other policy manuals/documents
- Excellent Knowledge of computerized accounting system (GFMS/CTMS/CPPS)
- Excellent job knowledge
- Ability to cope well under pressured working conditions and meet deadlines

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

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University, **or**;
- Associate of Science Degree in Business Studies/Business Administration/Management Studies, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> June, 2022 to:**

**Director, Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4**

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