



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 212
OSC Ref. C. 6210/S5¹⁹

1st 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 fill the **vacant post of Collections and Disbursement Officer (FMG/AC 2) in the Ministry of Foreign Affairs and Foreign Trade**, salary range \$784,430 – \$932,440 per annum and any allowance(s) attached to the post.

Job Purpose

Responsible for the collection and lodgement of all monies, the despatch of cheques and the maintenance of Petty Cash Imprest.

Key Responsibilities

- Receives cash/cheque payment, classifies funds received then insert details on the FINMAN System;
- Ensures that the amount received are correct and that details of the receipt are accurate generate/print using FINMAN computerised Receipt Vouchers for cash and cheques collected;
- Lodges amounts received promptly to the relevant Bank Account;
- Posts lodgements electronically to the FINMAN System and balance Receipts Cash Book on a daily basis;
- Maintains custody of cheques and other valuables;
- Issues cheques to payees upon the presentation of proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Maintains Petty Cash Imprest, making authorised Petty Cash payments and obtain Petty Cash reimbursements when necessary;
- Performs any other duties, which lends to the efficient functioning of the Unit.

Required Knowledge, Skills and Competencies

Core:

- Good organising skills
- Good oral and written communication and interpersonal skills
- Good team skills
- Ability to cope well under pressure and to meet deadlines

Technical:

- Excellent skills in FINMAN data entry and operational procedures
- Good knowledge of GOJ accounts classification codes;

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency Grades I-III), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting, and In-Service training course in Government Accounting are assets.

Applications accompanied by résumés should be submitted **no later Tuesday, 14th June, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer