



## Office of the Services Commissions

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### **CIRCULAR No. 264** **OSC Ref. C. 6210/S5<sup>19</sup>**

**23<sup>rd</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 fill the **vacant** post of **General Journal Officer (FMG/AT 1)** in the **Finance and Accounts Division, Ministry of Foreign Affairs and Foreign Trade**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Director, Final Accounts, the General Journal Officer is responsible for the preparation and posting of Journal Vouchers, and the maintenance of Subsidiary Ledgers.

### **Key Responsibilities**

- Receives documents for the preparation of Journals and prepares same;
- Inserts to the (FMIS), Adjustment/Journal Vouchers, Expenditure Statements and Appropriation in Aid of overseas Missions and checks the correctness of the posting;
- Maintains Journal Voucher Files;
- Maintains up to date Subsidiary Ledgers containing the details of transactions in respect of advances paid/recovered, as well as deposits received/disbursed;
- Reconciles the Subsidiary Ledger Totals with the FINMAN computer generated totals;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade
- Knowledge of the Financial Administration and Audit Act and the Staff Orders
- Knowledge of Government accounting principles and practices
- Ability to work in teams
- Good oral and written communication skills
- Good organizing skills
- Ability to work under pressure to meet deadlines
- Experience in operating computerized accounting systems
- Proficiency in computer applications

### **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 A.Sc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6<sup>th</sup> July, 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](mailto: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.**



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