



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

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**CIRCULAR No. 279**  
**OSC Ref. C.6567<sup>14</sup>**

**1<sup>st</sup> July, 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 **Accountant (FMG/PA 2)** in the **Police (Civilian Oversight) Authority**, salary range \$2, 104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent is responsible for supporting and supervising the accounting and financial management activities which include budgeting and commitments, expenditure and Receipt Controls, Payroll preparation and Financial Accounts.

**Key Responsibilities**

- Monitors the finances of the PCOA;
- Supports the development of Strategic and Operational Plans for the Authority;
- Administers and reviews all departmental Financial Plans and Budgets;
- Prepares the Annual Budget in accordance with the activities under the Strategic and Operational Plans of the PCOA;
- Monitors and controls the Budget effectively and efficiently, in accordance with the needs and operations of the PCOA;
- Prepares and presents Monthly and Annual Cash Flow/Financial Statements/Reports to the members of the PCOA;
- Receives and monitors the processing of quotations and invoices through the Ministry of National Security;
- Maintains effective communication and working relationships with the Ministry of National Security and other stakeholders to ensure the timely processing and payments of invoices;
- Monitors and logs regularly the payments of invoices submitted;
- Prepares and submits monthly forecast of expenditures to the Ministry of National Security;
- Prepares Monthly Reconciliation of Accounts;
- Prepares and maintains Fixed Asset Register;
- Prepares and maintains proper accounting records;
- Develops, implements and updates the Unit's Policies and Procedures Manual with all relevant Government of Jamaica (GOJ) policies and accounting practices;
- Ensures that all Financial and Accounting Records required under the FAA Act and by the (GOJ) are maintained and in accordance with the Ministry of Finance and the Public Service (MOF&PS) instructions and rules that may be issued from time to time;
- Communicates, presents and resolves, in a timely manner, all critical financial matters to the Chief Executive Officer;
- Prepares and submits written financially/statistical information as may be requested by the MOF&PS and Ministry of National Security;
- Ensures Audit schedules are prepared and available to Auditors on a timely basis;
- Prepares and submits accurate and complete Draft Financial Statements for purposes of external auditor;
- Provides support to the Internal and External Audit Teams;
- Reviews and responds to Audit queries;
- Represents the PCOA at meetings, conferences and other fora as requested;
- Participates and supports the activities of the Inspection and Monitoring Unit;
- Performs any other duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Knowledge of GOJ procurement procedures
- Ability to apply good judgement, initiative and cope well under pressure.
- Confidential and professional in personal conduct and in the execution of duties
- A problem-solving and results-driven individual with an eye for details
- Strong interpersonal and communication skills (verbal and written); at all levels

- Ability to communicate effectively in oral and written forms with persons at all levels
- Excellent report writing skills
- Strong negotiation skills
- Excellent working knowledge of Microsoft Office Suite, financial and accounting software
- Excellent knowledge of financial and accounting principles, practices and processes.
- Knowledge of relevant accounting software applications
- Working knowledge of relevant laws, statutes, policies and procedures and other instructions specific to the Government of Jamaica (GOJ), particularly the FAA Act and Public Sector Procurements Policy

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from an accredited University; or
- ACCA Level II Designation or equivalent qualification;
- Associate of Science Degree in Accounting, MIND along with the Diploma in Government Accounting;
- Minimum of three (3) years' experience in Accounting with at least one (1) year at a similar level;
- Experience with QuickBooks would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 14<sup>th</sup> July, 2022 to:**

**Director, Human Resource & Office Services  
Police (Civilian Oversight) Authority  
5A West Avenue, Kingston Gardens  
Kingston 4**

**Email: pcoa2005@gmail.com**

**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**