



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 298**  
**OSC Ref. C.5166<sup>8</sup>**

12<sup>th</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 be assigned to the post of **Management Accountant (FMG/PA 1) – (Not Vacant)** in the **Finance and Accounts Unit, Office of the Services Commissions (Central Government)**, salary range \$1,395,541 - \$1,861,159 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), prepares, monitor and evaluate the Voted Budgeted Provision within the preparation of Salaries, Annual/Monthly Cash Flow submission and Expenditure Commitments. All vouchers are checked and certified, in an efficient and effective manner in accordance with the FAA Act and Regulations and that estimates are realistic in keeping within the agreed policies and priorities of the Department.

**Key Responsibilities**

***Management/Administration:***

- Prepares Annual/Quarterly/Monthly Cash Flow forecast;
- Prepares Annual Salaries Budget and submit to Director, Finance and Accounts (FMG/PA 3);
- Checks and certifies all expenditure via Warrants, Payments and Journals Vouchers via Fin Man;
- Checks and certifies all Payment Vouchers on the Fin Man Application;
- Reconciles Monthly Bank Statements;
- Checks and Certifies all Travelling Claims for submission to Director, Finance and Accounts (FMG/PA 3);
- Certifies/Sends to Treasury all payments via FINMAN/C.T.M.S. Web Portal;
- Checks/Certifies temporary and monthly Payroll Registers prior to payments;
- Checks/Certifies Bank Lodgements via Cashier.

***Human Resource Management:***

- Participates in the overall preparation of the Unit Plan;
- Supervises Unit and carry out role functions in Absence of Director, Finance and Accounts (FMG/PA 3).

**Required Knowledge, Skills and Competencies**

***Core:***

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

***Functional:***

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

**Minimum Required Qualification and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**

- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

**Special Conditions Associated with the Job**

- Work directly in tandem with the Director, Finance and Accounts (FMG/PA 3).

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> July, 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