



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 282**  
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**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 following **vacant** posts in the **National Fisheries Authority, Ministry of Agriculture and Fisheries**:

1. **Outstations and Special Projects Accountant (Level 5)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
2. **Accounts Receivable Officer (Level 4)**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
3. **Budget Officers (Level 4) (2 posts)**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
4. **Administrative Support Officer (Level 4)**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
5. **Bank Reconciliation Officer (Level 4)**, salary range \$917,644 – \$1,128,586 per annum and any allowance(s) attached to the post.
6. **Inventory Officer (Level 2)**, salary range \$731,499 - \$899,651 per annum and any allowance(s) attached to the post.

1. **Outstations and Special Projects Accountant (Level 5)**

**Job Purpose**

Under the direction of the Director, Finance and Accounts Division, the Outstations and Special Projects Accountant is responsible for the accounting transactions relating to specific projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with.

The incumbent also accounts for all funds received at Sub-Stations on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

**Key Responsibilities**

**Technical/Professional:**

- Communicates directly with Contractors, Project Sponsors and Project Team Members;
- Communicates directly with Outstations' Records Officers;
- Represents the Authority at Project Team Meetings and other project related fora;
- Prepares Financial Governance Document for distribution to Project Teams;
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager;
- Prepares/obtains Budgets and detailed Schedules for all projects and Outstations;
- Monitors project expenses, deliverables and timelines, compares with Budget/schedule, investigates and produces Variance Report;
- Maintains Project Accounts Data in the Accounting Information System;
- Maintains Outstations Accounts Data in the Accounting Information System;
- Ensures that submitted invoices are accurate and settled promptly;
- Ensures that project guidelines are complied with;
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ;

- Liaises with Project Managers and project sponsors on issues relating to project costing, project accounting etc.;
- Maintains project-related records, including contracts and changed orders;
- Monitors, tracks and records all expenses relating to each project and Outstations;
- Reviews and approves all invoices submitted for payments;
- Compiles information for Internal and External Auditors as required;
- Enforces the timely submission of necessary information from Project Managers and Outstations Records Officers;
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action;
- Manages all Project Accounting Data-bases to ensure timely updates, security and control;
- Closes out project accounts upon project completion;
- Performs other related functions assigned from time to time by the Director of the Finance and Accounts Division.

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

#### **Core**

- Good oral and written communication skills
- Good problem solving skills
- Good leadership and organizing skills
- Good interpersonal and influencing skills
- Good customer relations skills

#### **Technical**

- Knowledge of the GOJ Financial Administration and Audit Act. (FAA)
- Knowledge of Government Procurement Policies and Guidelines
- Sound knowledge of general accounting principles and practices
- Strong numeric and analytical skills
- Good knowledge of the Authority's Policies, Practices and Procedures
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the use of relevant computer applications

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

- Associate Degree in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- At least three (3) years related accounting experience

#### **OR**

- Diploma in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- Four (4) years experience in a comparable work environment

### **Special Conditions Associated with the Job**

- Island wide traveling
- Exposure to adverse conditions on construction site/ship/boat/water

## **2. Accounts Receivable Officer (Level 4)**

### **Job Purpose**

Under the direction of the Manager, Payments and Payroll, the Accounts Receivables Officer is responsible for the overall co-ordination of the Authority's revenue collections. The incumbent is responsible for processing and monitoring all incoming payments and for ensuring that the proper accounting and financial procedures are complied with in accordance with the Financial Regulations.

## **Key Responsibilities**

### **Technical/Professional**

- Processes accounts and incoming payments in compliance with financial policies and procedures;
- Performs day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data;
- Liaises with various Divisions to ensure that revenue is remitted and prepares bills, invoices and bank deposits;
- Verifies the validity of remittances and advises on strategies to improve outcomes;
- Analyses trends in respect of revenue to ensure that remittances are in keeping with targets and checks explanations for variances;
- Evaluates the cost of variation from projected path and advises management;
- Processes incoming mail concerning billing and invoicing and communicates with clients about billing issues and questions;
- Participates in investigating discrepancies and in resolving clients' billing issues;
- Facilitates payment of invoices due by sending bill reminders and contacting clients;
- Initiates collections on past-due accounts;
- Reconciles the Accounts Receivable Ledger to ensure that all payments are accounted for and properly posted;
- Generates accurate Financial Statements detailing accounts receivable status;
- Reviews transactions and accounting balances for compliance with financial regulations, completeness and accuracy;
- Provides technical support, collates collections information and provides data for clients, the Budget and decision-making processes;
- Provides ad hoc, Specialized and Statistical Reports regarding accounts receivables;
- Develops and maintains all relevant books and Ledgers of Accounts; maintains Accounts Receivable Files and Records;
- Performs any other related duties that may be assigned from time to time.

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

### **Core**

- Good oral and written communication skills
- Good analytical, problem solving and judgment skills
- Good customer relations skills
- Good interpersonal
- Good planning and organizing skills

### **Technical**

- Excellent knowledge of Government Accounting, policies and procedures
- Good knowledge of the stipulations of the FAA Act.
- High degree of accuracy and attention to detail
- Excellent numeric skills
- Working knowledge of the Fisheries Act and Regulations
- Working knowledge of the Authority's Policies, Practices and Procedures
- Proficiency in the use of relevant accounting software

## **Minimum Required Qualification and Experience**

- Associate Degree in Accounting or equivalent qualifications
  - Successful completion of the required Government accounting Certificate
  - Two (2) years' experience in a comparable working environment
- OR**
- Diploma in Accounting/Certificate (Upper Secondary) with courses in Accounting
  - Successful completion of the required Government accounting Certificate
  - Four (4) years' experience in a comparable working environment

## **Special Conditions Associated with the Job**

- Typical office environment
- Regularly spends long hours sitting and using office equipment and computers
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer.

### **3. Budget Officers (Level 4) (2 posts)**

#### **Job Purpose**

Under the direction of the Senior Management Accountant, the Management Accountant/Budget Officer is responsible for assisting with the operation of an effective Cash Management and Budgeting System for the Authority. Accordingly the incumbent undertakes daily cash flow management activities, including analysis of the cash flow and makes recommendations for the implementation of Cash Flow Strategies. The Management Accountant/Budget Officer also compiles the draft Budget and assists with the monitoring of the capital/recurrent budget implementation.

In addition, the incumbent assists the Senior Management Accountant with the management of all banking relationships. He/she conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports and statements and assists in the preparation of the Authority's Budget.

#### **Key Responsibilities**

##### **Technical/Professional:**

- Assesses and advises management of the likely impact of problems such as late disbursements and inadequate cash flows;
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables;
- Evaluates cost efficiencies for the Authority's Capital Budget;
- Suggests suitable amendments to Capital Project Budget;
- Prepares a Monthly Statement of projected cash flows;
- Participates in financial planning and procurement decisions;
- Evaluates the need for requesting disbursement of additional funds;
- Prepares Short, Medium and Long-term financial forecasts;
- Prepares Annual Updates of Medium-term Financing Plan;
- Reviews financial performance each month and prepares Monthly Variance Report;
- Makes use of spreadsheets and different statistical software in order to analyse financial results and track.

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

##### **Core**

- Good oral and written communication skills
- Good customer relations skills
- Good problem solving skills
- Good analytical and judgment skills
- Good interpersonal skills
- Good team building skills

##### **Technical**

- Sound knowledge of the GOJ Financial Administration and Audit Act. (FAA), the Public Bodies Management and Accountability Act and other relevant Acts, Regulations and Guidelines
- Sound knowledge of general accounting principles and practices
- Sound numeric skills
- Good knowledge of the Authority's policies and procedures and the Fisheries Act 2018
- Proficiency in the use of relevant accounting software and Microsoft Office (Excel, Powerpoint, Word)

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

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in accounting or management
- Completion of relevant Government Accounting Courses
- At least four (4) years related accounting experience.
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##### **OR**

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least four (4) years' related experience in Accounting.

**OR**

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting;
- At least six (6) years related accounting experience.

**Special Conditions Associated with the Job**

- Periodically required to work beyond normal working hours, e.g. Budget preparation period;
- Occasional island wide traveling.

**4. Administrative Support Officer (Level 4)****Job Purpose**

The Administrative Support Officer to the Director, Finance and Accounts Division provides clerical and administrative support for the Finance and Accounts Division and liaisons with other departments and external agencies for the Director, as well as maintains a proper Filing System to facilitate easy access and security of files in the Division.

**Key Responsibilities*****Technical/Professional:***

- Takes dictations, transcribes and prepares the document for signature;
- Prepares draft letters, memoranda and reports from notes;
- Composes routine correspondence;
- Receives, opens, sorts and distributes incoming correspondence;
- Researches and compiles information as required by the Director for various meetings;
- Screens and refers calls to relevant officers;
- Maintains diary and schedules appointments;
- Files correspondence and other materials and maintains a record of the movement of files;
- Accesses and sends e-mail via internet;
- Makes photocopies and faxes documents;
- Establishes and maintains an up-to-date Filing System;
- Records Minutes and reproduces same for circulation;
- Follows up on requests made by Director;
- Maintains Stationery Inventory and ensures that stationery is available to members of the Unit;
- Maintains Division Attendance Register;
- Performs any other related duties, which may be assigned.

**Required Knowledge, Skills and Competencies****Core**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good customer service skills
- Good planning and organization skills
- High level of integrity
- High level of initiative
- Teamwork and cooperation skills
- Confidentiality

**Technical**

- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Excellent knowledge of office procedures
- Good knowledge of records management
- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures

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

- CXC/GCE O' Levels English Language
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND)
- Proficiency in typewriting at a speed of 50 -55 w.p.m.
- Shorthand at a speed of 100-120 w.p.m.
- Five (5) years general office experience

**OR**

- Graduate from an accredited school of Secretarial Studies
- Proficiency in typewriting at a speed of 50 -55 w.p.m.
- Shorthand at a speed of 100-120 w.p.m.
- Training in use of a variety of software applications
- English Language at CXC/GCE O' Level
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)
- Five (5) years general office experience

**OR**

- Successful completion of the Certified Professional Secretary Course
- Proficiency in typewriting at a speed of 50 -55 w.p.m.
- Shorthand at a speed of 100-120 w.p.m.
- English Language at CXC/GCE O' Level
- Training in use of a variety of software applications
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)
- Five (5) years general office experience

### **5. Bank Reconciliation Officer (Level 3)**

#### **Job Purpose**

Under the direction of the Final Accounts and Reporting Manager, the Bank Reconciliation Officer is responsible for the management and control of activities on the Bank Accounts of the Authority. The incumbent performs verification and reconciliation of accounts, identifies irregularities and variances and undertakes the required activities to ensure speedy resolution.

#### **Key Responsibilities**

##### **Technical/Professional:**

- Undertakes reconciliation of the Authority's Salary and Recurrent Accounts in accordance with established Government Accounting policies and guidelines;
- Ensures that the Bank Statements and cashed cheques are collected from the bank;
- Ensures that cheques are properly checked against the Bank Statements to determine if there are any discrepancies;
- Advises the bank of errors in respect of items on the Bank Statement and follows up with bank until errors are corrected;
- Ensures that Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details and identifies any errors found;
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations;
- Takes the necessary steps to correct variances, resolve irregularities and ensures that the reconciliation is balanced and free from error;
- Ensures the creation of journals to correct issues identified during the completion of the previous month's reconciliations;
- Refers bank charges, debit advices, credit advices, stale cheques, etc. to Accounting Clerk to facilitate the preparation of journals;
- Submits completed Bank Reconciliation Statements to the Final Accounts and Reporting Manager;
- Assists in securing the Accounting and Financial Records of the Authority by maintaining appropriate files, reports, documentation and data;
- Assists with the reconciliation of various Balance Sheet Accounts and prepares Working Papers and Final Statements for year-end audits;
- Contributes to the Authority's Monthly Financial Reports and Annual Financial Statements;
- Provides support as required to the Final Accounts and Reporting Manager on a range of final accounting and reporting activities;
- Performs any other related duties which may be assigned from time to time.

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

### **Core**

- Good oral and written communication skills
- Good analytical, problem solving and judgment skills
- Good customer relations skills
- Good interpersonal skills
- Good planning and organizing skills

### **Technical**

- Excellent knowledge of Government Accounting, policies and procedures
- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Authority's Policies, Practices and Procedures.
- Excellent numeric skills
- Working knowledge of the Fisheries Act
- Proficiency in the use of relevant accounting computer application

## **Minimum Required Qualification and Experience**

- Associate Degree/Advanced Diploma in Accounting or AAT Level 3
  - Successful completion of the required Government accounting Certificate
  - Two (2) years experience in a comparable working environment
- OR**
- Diploma in Accounting/ Certificate (Upper Secondary) with courses in Accounting
  - Successful completion of the required Government accounting Certificate
  - Four (4) years experience in a comparable working environment

## **Special Condition Associated with the Job**

- Typical office environment;
- Regularly spends long hours sitting and using office equipment and computers;
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer.

### **6. Inventory Officer (Level 2)**

#### **Job Purpose**

Under the direct supervision of the Manager, Facilities, Property and Transport, the Inventory Officer is responsible for establishing and maintaining inventory records of the Authority's furniture, equipment and assets. The incumbent is also responsible for identifying and recommending equipment, furniture and assets that should be disposed of by the relevant authorities utilizing Government of Jamaica's guidelines.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Establishes systems procedures and activities to facilitate the optimum levels of inventory for the NFA;
- Identifies records and ensures that all Government furniture, equipment and other assets are inventoried;
- Examines supply invoices and compares with Purchase Orders;
- Maintains and secures all Inventory Records in Head Office and Outstations;
- Monitors location of all furniture, equipment and Government assets;
- Visits the stockroom on a daily basis;
- Develops and maintains a Master Inventory of furniture, equipment and assets of the NFA's offices;
- Identifies and recommends repairs and safe disposal of furniture, equipment and other assets;
- Ensures that the proper protocol is utilized to dispose of Government's assets;
- Installs and maintains all location records in the NFA's offices, including out stations;
- Lists goods, equipment and furniture as received;
- Updates Master Inventory Records electronically and manually;

- Travels island wide to conduct inventory duties;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares reports on all equipment and furniture that are to be disposed of or repaired;
- Performs other related duties that may be assigned from time to time.

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

#### **Core**

- Good oral and written communication skills
- Strong customer relations skills
- Good planning, analytical and organizing skills
- Methodical and detailed approach
- Good interpersonal skills
- Good decision making skills
- Good planning and numeric skills

#### **Technical**

- Knowledge of the operations of Government and of the NFA's policies and financial guidelines
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of the relevant computer applications
- Knowledge of Accpac accounting software would be an asset

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

- Diploma in Inventory Management, Business Management or related disciplines.
  - Two (2) years' experience in a comparable working environment.
- OR**
- Certificate in Inventory Management, Business Management or related disciplines.
  - Four (4) years' experience in a comparable working environment.
- OR**
- Four (4) CXC or GCE O levels including English Language and Mathematics.
  - Five (5) years' experience in a comparable working environment.

### **Special Condition Associated with the Job**

- Required to visit the stockroom, a non-office environment, on a daily basis;
- Some lifting may be required;
- Required to travel islandwide.

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

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

**E-mail: [hrm@moa.gov.jm](mailto:hrm@moa.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**