



## 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)

### **CIRCULAR No. 296**

**OSC Ref. C.4664<sup>15</sup>**

**8<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 **Treasury Accountant (FMG/PA 2) – (Not Vacant)** in the **Accountant General's Department (AGD)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Accountant will ensure that the consolidated accounts are prepared according to the set regulations, laws, standards and guidelines and are presented to the Ministry of Finance and Public Service and other stakeholders on time.

### ***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- Produce Government accounts which are accurate, comprehensive, timely and which present a true and fair picture of fiscal operations;
- Produce Management Accounts which facilitate and aid informed decision making in Government;
- Record and prepare Financial Reports which are accurate and complete in accordance with Government accounting principles and professional standards.

### **Key Responsibilities**

#### ***Technical:***

- Gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal, statistical, and related data; posts and maintains journals, subsidiary, and control ledgers;
- Prepares monthly/quarterly/annual accounts of Government of Jamaica in accordance with prescribed standards, accounting policies, regulations and procedures;
- Verifies transactions for proper classification;
- Prepares Statements to inform management of the revenue, expenditure and deficit position of Government to facilitate mid-course correction, if required.

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

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to determine priorities, and set medium- and long-term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example

- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Ability to work effectively under pressure**
- Comprehensive, in-depth knowledge of Accounting practices and applications
- Knowledge of international Public Sector Accounting Standards IPSAS
- Knowledge of Government Accounting
- In-depth knowledge and experience in all areas of Financial Management
- Comprehensive knowledge of investment strategies
- Comprehensive knowledge and experience of GoJ operations and of Public Sector issues
- Working knowledge of the Financial Administration and Audit Act (FAA Act)
- Knowledge of banking operations

***Desirable:***

- Knowledge of public treasury operations
- Evidence of continuing professional development in accountancy

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting; **or**
- BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Six (6) years of experience in a related field with at least three (3) years in a similar position;
- Experience in Auditing.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Thursday, 21<sup>st</sup> July, 2022** to:

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**