



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 386 **OSC Ref. C.6222¹⁰**

12th September, 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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Auditor (FMG/AS 2) - 2 posts (1 Vacant and 1 Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Recurrent Bank Reconciliation (FMG/AT 3) - (Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Department Deposit Main Ledger Accounting (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
4. **Salaries Bank Reconciliation Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. Auditor (FMG/AS 2)

Job Purpose

Under the general direction of the Senior Auditor, the Auditor (FMG/AS 2) examines and analyses accounting records to determine the financial status of the Department.

The Auditor also inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions and determines whether relevant laws, regulations, policies and rules governing the Department are adhered to and evaluates the adequacy, efficiency and effectiveness of management controls.

The Officer also where necessary recommends appropriate corrective action to be taken.

Key Responsibilities

Technical:

- Interprets and conducts assignments given by the Senior Auditor;
- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor in keeping with the prescribed Audit Programme;
- Conducts operational, financial and value for money audits using established audit requirements;
- Analyzes and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Conducts special assignments as directed by the Senior Auditor;
- Liaises with internal and external clients with regard to pre and post audit issues;
- Ensures that working papers are properly prepared and submitted for review;
- Consolidates audit findings and submits significant issues to Senior Auditor for review;
- Clears any queries on working papers prepared;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Assists with the preparation of draft reports;
- Assists Senior Auditor to follow-up on responses;
- Ensures security of audit files.

Human Resource:

- Assists and gives guidance to Assistant Auditors;
- Attends and participates in Unit/ Departmental Staff meetings;
- Ensures self-awareness and adherence to policies, procedures and regulations of the Department;
- Performs any other related duties that may be assigned by the Senior Auditor and the Chief Internal Auditor from time to time;

Required Knowledge, Skills and Competencies

- Research and analytical skills
- Government administration systems, laws and policies and other instructions governing financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, Financial Administration and Audit Act
- Accounting and auditing standards, principles and practice
- Current auditing techniques
- Good leadership and change management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; **or**
- ACCA Fundamentals or equivalent and no experience; **or**
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification, plus at least two (2) years Auditing or Accounting experience.

Special Condition Associated with the Job

- Required to travel island wide in the performance of official duties;
- May be required to work under adverse condition from time to time;
- May be required to work beyond normal working hours.

2. Recurrent Bank Reconciliation (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts the Recurrent Bank Reconciliation Officer (FMG/AT 3) is responsible for the proper and timely reconciliation of the Recurrent Expenditure Bank Account Statements of the Department.

Key Responsibilities

Management/Administrative:

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- **To properly reconcile the Recurrent Expenditure Bank Account of the Department on a time basis by:**
 - ✓ Ensuring that Bank Statements and cashed cheques are collected promptly;
 - ✓ Ensuring that cheques are properly ticked off against the Bank Statements to determine any discrepancies;
 - ✓ Ensuring that Bank Statements are properly posted to the system;
 - ✓ Examining Reconciliation Summary and Detail identifying and resolving any errors found until the reconciliation is balanced and clean of any errors than can be adjust immediately in the period;
 - ✓ Referring bank charges, debit advices, credit advices, stale cheques etc. to Journal Clerk for the preparation of Journal;
 - ✓ Advising bank of errors in respect of items on the Bank Statement and follow up bank until errors are corrected;
 - ✓ Submitting completed Recurrent Bank Reconciliation Statement to Supervisor Final Accounts.
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies

- Ability to effectively balance accounts
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills

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 of Community College; **or**
- Asc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Asc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Special Conditions Associated with the Job:

- Will be required to work beyond normal working hours and on weekends and public holidays when the need arises.

3. Department Deposit Main Ledger Accounting (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts the Departmental Deposit Main Ledger Accountant (FMG/AT 3) is responsible for the proper, accurate and timely preparation of Departmental Deposit Statements.

Key Responsibilities

Management/Administrative:

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Professional/Technical:

- Prepares Departmental Deposit Statements of the Department on a timely basis and in accordance with the F.A.A Act, its Instructions and Regulations by:
 - ✓ Ensuring that Departmental Deposit Journal Vouchers are prepared showing the amount to be lodged to the Departmental Deposit Bank Account and excess cash received from the Postmasters to be lodged to the Accountant General's Miscellaneous Revenue Account and to correct errors;
 - ✓ Maintaining Departmental Deposit Main Ledger, by posting accurate Journal Vouchers information to Main Ledger and calculating account balances;
 - ✓ Extracting Departmental Deposit Trial Balance from Main Ledger;
 - ✓ Preparing Departmental Deposit Collection Statement;
 - ✓ Preparing monthly Departmental Deposit Receipt and Payment Statements;
 - ✓ Preparing Statement of Bank Balances showing balances in the Departmental Deposit Cash Book and Bank on a monthly basis;
 - ✓ Preparing bad cheque summary showing bad cheques outstanding at the start and end of the month;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts
- Good interpersonal skills

- Good oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills

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 of Community College; **or**
- Asc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Asc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Special Conditions Associated with the Job:

- Will be required to work beyond normal working hours and on weekends and public holidays when the need arises.

4. Salaries Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts, the Salaries Bank Reconciliation Officer (FMG/AT 3) is responsible for the proper and timely reconciliation of Salaries Bank Accounts.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Technical/Professional:

- Ensures that the Bank Statements and cashed cheques are collected promptly from the banks;
- Ensures that cheques are properly ticked off against the Bank Statement to determine any discrepancies;
- Ensures that Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Detail, identifying and resolving any errors found until the reconciliation is balanced and clean of any errors that can be adjusted immediately in the period;
- Refers bank charges, debit advices, credit advices, stale cheques etc. to Journal Clerk for the preparation of journals;
- Advises Banks of errors in respect of items on the Bank Statements and follow-up with Banks until errors are corrected;
- Submits completed Salaries Bank Statement to Supervisor, Final Accounts;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills

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 of Community College; **or**
- Asc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Asc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Friday, 23rd September, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**