



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 376 **OSC Ref. C.4858⁴³**

5th 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 be assigned to/fill the following posts in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**:

1. **Checking Officer (FMG/AT 2) - (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
2. **Payment Officer (FMG/AT 2) - (Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
3. **Bank Reconciliation Officer (FMG/AT 2) - (Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

1. **Checking Officer (FMG/AT 2)**

Job Purpose

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Checking Officer (FMG/AT 2), is responsible for:

- Receiving, examining and recording bill invoices and contracts
- Preparing and inserting all Payment Vouchers
- Checking of all Payment Vouchers
- Preparing ad hoc/specific reports
- Maintaining Memorandum Registers
- Maintaining Accounting files and records
- Printing of Cheques

Key Responsibilities

Administrative/Management:

- Receives and records contracts and contract Payment Vouchers
- Maintains accounting records and files
- Participates in the annual Board of Survey
- Ensures there propriety in the bills, invoices and contracts submitted for payment

Technical/Professional:

- Prepares/Inserts Payment Vouchers on FinMan System for all Heads of Estimates and Deposit;
- Checks and inserts Travel Vouchers on FinMan System;
- Ensures that Vouchers are properly authenticated;
- Ensures Vouchers have the Head, sub-Head, Object and Sub-Head against which payment is made;
- Ensures that the amount payable is both in figure and words;
- Confirms TRN, name and address of the person to whom payment is made;
- Verifies the nature of the payment;
- Checks the authority for payment against the Voucher;
- Reports prepared and submitted within agreed timeframe;
- Update and maintain assigned Register(s)
- Assists with updating the Tracking System

- Performs any other related duties assigned from time to time by the Senior Checking Officer, Manager Accounts Payables, Director Accounts Payables and Payroll or the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Good interpersonal skills
- Excellent planning and organizing skills
- Teamwork and co-operation
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act, other associated legislation, circulars, directives, bulletins
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Governments Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/ applicable computerized Accounting Systems
- Knowledge of Accounts Payables and GOJ 's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of Second Year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

2. Payment Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Payment Officer (FMG/AT 2) is responsible for:

- Performing Relief Cashier functions;
- Preparing and inserting Payment Vouchers;
- Preparing and issuing Contractor Levy Certificates for all Heads of Estimates, Jamaica Dairy Development Board (JDDDB) and Deposit;
- Maintaining Cash Books, accounting records and files;
- Preparing ad hoc/specific reports;
- Preparing Direct Debit Advices.

Key Responsibilities

Management/Administrative:

- Maintains strict control over the access by persons to the Payments and Collection Sections;
- Participates actively in the Annual Board of Survey;
- Maintains Accounting files and records.

Technical/Professional:

- Assists with preparing and issuing receipts for cash and cheques collected ensuring that the amounts received are correct and receipts are properly drawn;
- Assists with lodging amounts received to the appropriate Bank Accounts;
- Assists with updating and balancing Cash Revenue Books on a daily basis;

- Issues Cheques to individuals upon presentation of proper identification;
- Prepares/Inserts Payment Vouchers on FinMan System for all Heads of Estimates and Deposit;
- Updates and maintains Cash Book for Jamaica Dairy Development Board (JDDB);
- Prepares Funds Transfer Report and submit within agreed timeframe;
- Prepares and issue Certificates for Contractor's Levy;
- Updates and maintains Register for Contractor's Levy;
- Assists with updating the Tracking System;
- Assists with filing and dispatch of Vouchers to the Voucher Room;
- Prepares Direct Debit Advices and email to Tax Administration Jamaica (TAJ) for specific electronic transfers;
- Performs any other related duties that may be assigned from time to time by supervisor.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act, other associated legislation, circulars, directives, bulletins
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Governments Accounting
- Ability to use Microsoft Office Applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/ applicable computerized Accounting Systems
- Knowledge of Accounts Payables and GOJ 's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of Second Year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

3. Bank Reconciliation Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Director, Final Accounts (FMG/PA 3) the Bank Reconciliation Officer (FMG/AT 2) is responsible for managing the proper and timely preparation of Bank Reconciliation Statements of the activities on the Bank Accounts of the Ministry.

Key Responsibilities

Technical/Professional:

- Ensures that Cheques are properly checked against the Bank Statements to determine discrepancies;
- Ensures that Bank Statements are properly posted to the System;
- Examines reconciliation summary and details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Records bank charges; debit advices, credit advices, stale cheques to the preparation of Journal;

- Advises supervisor of errors in respect of items on the Bank Statement and follow up with Bank until errors are corrected;
- Submits completed Bank Reconciliation Statements to the Senior Reconciliation Officer;
- Prepares Attendant Reports in respect of Bank Reconciliation;
- 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 customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of the FAA Act and other associated legislation
- Knowledge of Government Accounting
- Ability to use Microsoft Office Applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/ applicable computerized Accounting Systems
- Knowledge of Bank Reconciliation Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

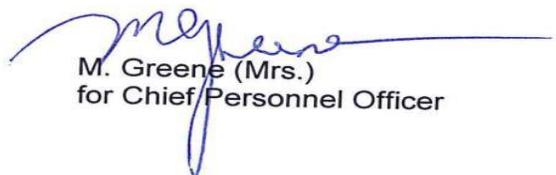
Applications accompanied by résumés should be submitted **no later than Friday, 16th September, 2022 to:**

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

Email: 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.


M. Greene (Mrs.)
for Chief Personnel Officer