



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 424 **OSC Ref. C. 6272¹⁷**

5th October, 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 **Accounting Clerk 2 (FMG/AC 2) - (Not Vacant)** in the **Finance and Accounting Division, Office of the Prime Minister**, salary range \$784,430 - \$932,440 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Senior Payment Officer and following general acceptable accounting principles, the Accounting Clerk 2 provides support to the Payment Officer in preparing Payment Vouchers, also assists in preparing Purchase Orders for procurement of goods and services.

Key Responsibilities

- Checks and codes bills;
- Prepares Payment Vouchers according to the correct code classification and submit to the Payment Officer for pre-post check; Files Payment Vouchers;
- Assists in preparing Purchase Orders for distribution to suppliers;
- Assists in posting Payment Vouchers to the Government Financial Management System (GFMS);
- Assists in posting Purchase Orders to the GFMS;
- Assists in checking Purchase Requisitions to ensure they are authorized and compliant with established procedures;
- Contacts relevant personnel for clarification/verification of information where necessary;
- Conducts research to obtain information pertaining to audit/customers queries;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent time management and organizational skills
- Excellent oral and written communication skills
- Good team skills
- Excellent interpersonal and customer relations skills
- Ability to work under pressure and meet tight deadlines
- Ability to be flexible and adapt to workplace changes
- Excellent judgement and problem-solving skills
- Ability to multitask and have a keen eye for detail
- Knowledge of the laws, regulations, principles and practices relating to Public Sector accounting including the FAA Act
- Proficient in the use of computer applications Microsoft Suite (Word, Excel, PowerPoint) and accounting softwares

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency Grades I-III), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting, and In-Service training course in Government Accounting are assets.

Special Condition Associated with the Job:

- Required to work beyond normal working hours or on weekends, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th October, 2022 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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