



CIRCULAR No. 419
OSC Ref. C.4858⁴³

4th 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 following posts in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**:

1. **Senior Checking Officer (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Checking Officer (FMG/AT 2) – (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
3. **Payroll Officer (FMG/AT 2) – (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
4. **Payroll Technician (FMG/AT 1) – (Not Vacant)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. **Senior Checking Officer (FMG/AT 3)**

Job Purpose

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Senior Checking Officer (FMG/AT 3) is responsible for:

- The checking of all payment vouchers, especially complex contract payments;
- Certifying all payment vouchers;
- Ensuring that vouchers submitted are prepared and payments made are authentic;
- Ensuring smooth workflow of the Checking Branch.

Key Responsibilities

Management/Administrative:

- Participates in the preparation and implementation of the Corporate and Operational Plans of the Ministry;
- Participates in the preparation and maintenance of the Operational and Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting response to Audit queries, whenever they arise;
- Assists in the maintenance of strict control over the access by persons to the Checking Unit;
- Participates actively in the annual Board of Survey.

Technical/Professional:

- Executes pre-audit checks on payment vouchers submitted for payment processing;
- Certifies vouchers on the Government Financial Management System (GFMS);
- Checks all Petty Cash Imprests reimbursements requests and ensures requests are processed timely;
- Maintains accounting and financial records;
- Manages the maintenance of registers for contracts and utilities;
- Manages the maintenance of Cash Books for Entities without Accountant;
- Signs all printed cheques;
- Signs cheques on GFMS to facilitate disbursement;
- Updates Tracking System;
- Establishes and manages Objection Slip files and assists with the issuance of same;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in team
- Good interpersonal skills
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills

Technical:

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant/ applicable computerized Accounting System
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, PowerPoint)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

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 or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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.

2. 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 is propriety in the bills, invoices and contracts submitted for payment.

Technical/Professional:

- Prepares/Inserts payment vouchers on GFMS for all heads of estimates and Deposit;
- Checks and inserts Travel Vouchers on the GFMS;
- Ensures that vouchers are properly authenticated;

- Ensures vouchers have the head, subhead, 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;
- Prepares and submits reports within agreed timeframe;
- Updates and maintains 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 relation and 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 and bulletins
- Good knowledge of GOJ's and Ministry's policies and procedures
- Knowledge of Government 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 (2nd) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

3. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Payroll Manager (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the Salaries Account.

Key Responsibilities

- Assists in the preparation of the Payroll, ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Assists with the Personnel Emolument Schedule of the Annual Budget, by supplying the relevant information;
- Prepares Payment Vouchers;
- Prepares Leave and Last Pay Certificate;
- Maintains and balances Salary Control;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Salaries and the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus 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's and Ministry's policies and procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant payroll software and other 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 (2nd) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

4. Payroll Technician (FMG/AT 1)

Job Purpose

Under the direct supervision of the Payroll Manager (FMG/PA 2), the Payroll Technician (FMG/AT 1) is responsible for the control and payment of Fortnightly Payrolls.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of the Payroll by entering all relevant information in connection with the payment of salaries to the Payroll System;
- Assists with the preparation of the Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares Payment Vouchers;
- Checks and verifies statutory and other authorized deductions;
- Prepares leave and last pay certificate;
- Maintains and balances Salary Control Register;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Payroll Manager and the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in team
- Good interpersonal skills
- Ability to work on own initiative
- Excellent customer relations skills

Technical:

- Knowledge of the FAA Act and other associated legislation
- Good knowledge of GOJ and Ministry's policies and procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Internal Controls
- Knowledge of Payroll processing

Minimum Required Qualification and Experience

- AAT Level 1, **or**;
- ACCA-CAT Level 1/Level A, **or**;
- Certificate in Public Administration, UWI, **or**;
- Certificate in Management Studies, UWI, **or**;
- Diploma in Business Administration from a Community College, **or**;
- NVQJ Level 1, Accounting, **or**;
- Certificate in Accounting from a recognized University, **or**;
- Certificate in Government Accounting Level 1, **or**;
- Completion of first (1st) year in BSc Degree in Accounting or Management Studies with Accounting or BBA Degree at an accredited University, **or**;
- Completion of first (1st) year of ASc in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th October, 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

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**