



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 516

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25th November, 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 the **vacant** post of **Accounting Technician 3 (FMG/AT 3)** in the **Office of the Prime Minister**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Supervisor, Payment, the Accounting Technician checks and certifies payment vouchers and processes advances for settlement of the Ministries bills; checks and certifies Purchase Orders for procurement of goods and services.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Liaises with Agencies of the Office of the Prime Minister re: payments of their utilities bills and consults with the Management Accounts Unit to ensure availability of funds as per their budgeted allocations;
- Prepares Utilities Schedules for the Office of the Prime Minister and the Office of Cabinet and submits to the Ministry of Finance and the Public Service (MoFPS);
- Liaises with the MoFPS and the utility companies re: payments;
- Prepares allocations for utility companies upon confirmation from the Accountant General's Department;
- Prepares Withholding Tax Certificates from GCT related invoices;
- Checks Purchase Requisitions to ensure compliance with established guidelines;
- Checks and certifies Purchase Orders on Government Financial Management System (GFMS), prints updated purchaser order, signs and prepares for dispatch;
- Checks invoices/bills to ensure that they are properly approved and all relevant documents are affixed and in keeping with the stipulations of the Financial Administration and Audit (FAA) Act before certifying for Heads 15000, 16000, 46000 and 17000 and submits for authorization;
- Checks Travel Claims to ensure compliance with established guidelines and ensures that Travel Registers are properly maintained;
- Checks telephone bills processed for payment and ensures that the Telephone Registers are properly maintained for the Office of the Prime Minister, Office of the Cabinet and Ministry of Culture, Gender, Entertainment and Sport;
- Updates/Inserts client's information electronically on Accounting System;
- Checks and certifies travelling officer's lodgements for disbursement to their bank accounts;
- Assists in the verification of online payments as requested by clients;
- Prints reports for Ministries and Agencies off property and dispatches by Bearer and electronically;
- Generates client history and provides internal and external customers with payment information;
- Checks Cashier's Lodgements for deposit to the bank accounts for the respective Heads and certifies lodgements on GFMS (direct Supervisor for the Collections Officer);
- Performs the roll of the Supervisor, Payment, in his/her absence.

Required Knowledge, Skills and Competencies

- Knowledge of Accounting principles, practices and control systems
- Knowledge of GFMS and Payroll System (MyHr+)
- Knowledge of the FAA Act and other related GOJ guidelines/regulations
- Excellent oral and written communication skills
- Good interpersonal and customer relations skills
- Strong judgement, decision-making and problem-solving skills
- Integrity and confidentiality

- Excellent planning and organizing skills
- Proficient in the use of computers and software applications - Microsoft Office Suite (Word, Excel, PowerPoint), Accounting System (GFMS)

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.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th December, 2022 to:**

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

Email: 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**