



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 491

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11th 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 be assigned to the post of **Collections Officer (FMG/AC 2) - (Not Vacant)** in the **Accounts Payable and Payroll Unit, 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 Supervisor, Payment, and following general acceptable accounting principles, the Collections Officer collects and disburses payments on behalf of the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC), ensuring the safe custody of monies received. The Collections Officer will also be responsible for maintaining the Petty Cash Book Register and Imprest.

Key Responsibilities

- Collects payments and issues receipts for all sums received;
- Enters receipts on Government Financial Management System (GFMS) for certification and authorisation by assigned accounting personnel;
- Collects and signs for and issues receipts for payments submitted through the Value Book;
- Balances daily transactions and prepares lodgement for respective bank accounts;
- Prepares Lodgement Vouchers for lodgements and submits for authorisation by assigned accounting personnel;
- Makes lodgement to the bank(s) and collects cash on behalf of the OPM and OC;
- Delivers payments, ensuring that recipients sign for payments collected;
- Monitors the distribution of cheques and makes arrangement for mailing cheques not collected within established timeframe;
- Disburses sums against petty cash vouchers presented;
- Updates/Balances account on a daily basis and maintains the Petty Cash Book Register.

Required Knowledge, Skills and Competencies

- Knowledge of GOJ Accounting policies and procedures governing the custody and security of money collected
- Knowledge of the Financial Administration and Audit (FAA) Act
- Integrity/Confidentiality
- Excellent time management skills
- Excellent judgement and problem-solving skills
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Proficient in use of computer applications, such as Microsoft Office Suite (Word, Excel, PowerPoint) and GFMS Accounting Software

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency, Grades 1-3), 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 24th November, 2022 to:**

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

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the HRDM Division.

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