



CIRCULAR No. 465
OSC Ref. C.6272¹⁷

1st 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 **Payment Officer (FMG/AT 2)** in the **Accounts Payable and Payroll Unit, Finance and Accounts Division, Office of the Prime Minister**, salary range \$953,768 - \$1,133,731 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 Payment Officer prepares and posts Payment Vouchers and generates Purchase Orders for the procurement of goods and services.

Key Responsibilities

Technical /Professional:

- Checks and codes Bills;
- Prepares Payment Vouchers according to the correct code classification and submits for checking/certifying;
- Posts data on Payment Vouchers and Purchase Orders to Government Financial Management System (GFMS);
- Checks Purchase Order requisitions to ensure they are authorized and comply with established procedures;
- Contacts relevant personnel for clarification/verification of information, where necessary;
- Enters prepared Purchase Orders in the Register for distribution to suppliers;
- Conducts research and provides response pertaining to customer queries;
- Assists with the processing of documents re Access to Information requests.

Required Knowledge, Skills and Competencies

- Knowledge of the laws, regulations, principles and practices relating to GOJ Accounting
- Knowledge of the Finance Administration and Audit (FAA) Act
- Excellent research, analytical and problem-solving skills
- Excellent judgement and problem-solving skills
- Ability to work under pressure and meet tight deadlines
- Proficient in the use of relevant computer applications, especially Microsoft Office Suite (Word, Excel, Power Point) and accounting systems
- Integrity/Confidentiality
- Excellent time management and organisational skills
- Excellent presentation skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills

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**
- Associate of Science Degree in Business Studies/Business Administration/Management Studies; **or**
- Associate of Science 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 Monday, 14th November, 2022 to:**

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

Email: 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