



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 466
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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/be assigned to the following posts in the **Court Administration Division, Supreme Court**:

1. **Payment Officer (FMG/AT 2) – (Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
2. **Checking Officer (FMG/AT 2) – (Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
3. **Bank Reconciliation Officer (FMG/AT 1) – (Vacant)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.
4. **Bank Reconciliation Clerk (FMG/AC 2) – (Vacant)**, salary range \$784,430 - \$932,440 per annum and any allowance(s) attached to the post.
5. **Payment Clerk (FMG/AC 2) – (Not Vacant)**, salary range \$784,430 - \$932,440 per annum and any allowance(s) attached to the post.
6. **Cashier (FMG/CS 1) – (Not Vacant)**, salary range \$645,559 - \$767,367 per annum and any allowance(s) attached to the post.

1. Payment Officer (FMG/AT 2)

Job Purpose

The incumbent is responsible for the checking of bills, claims, invoices, etc., to ensure their validity and accuracy and for entry to Accounts Payable.

Key Responsibilities

- Insert claims onto the Government Financial Management System;
- Processes upkeep, mileage, taxi, super, subsistence, advance and refreshment claims for all Parish Court;
- Processes advances and mileage for the Supreme Court Circuits;
- Recovers advances given and prepares Journal Vouchers for all advances recovered;
- Records all payments prepared in the relevant registers;
- Processes for payment, Uniform Allowances for all Heads of Department;
- Deals with the public via telephone or face-to face;
- Performs other job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines
- knowledge of the Organization's policies, procedures and mandate
- Knowledge of accounting principles and practices
- Good interpersonal relation skills
- Good oral and written communication skills
- Good presentation skills
- Proficient in the use of the relevant Computer Applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a team

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.

2. Checking Officer (FMG/AT 2)

Job Purpose

The incumbent is responsible for checking of bills, claims, invoices, etc., to ensure their validity and accuracy and for entry to accounts payable.

Key Responsibilities

- Insert claims onto the Government Financial Management System (GFMS);
- Processes upkeep, mileage, taxi, super, subsistence, advance and refreshment claims for all Parish Court;
- Processes advances and mileage for the Supreme Court Circuits;
- Recovers advances given and prepares Journal Vouchers for all advances recovered;
- Records all payments prepared in the relevant registers;
- Processes for payment, uniform allowances for all Heads of Department;
- Deals with the public via telephone or face-to face;
- Performs other job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines
- knowledge of the organization's policies, procedure and mandate
- Knowledge of accounting principles and practices
- Good interpersonal relation skills
- Good oral and written communication skills
- Good presentation skills
- Proficient in the use of relevant Computer Applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a team

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.

3. Bank Reconciliation Officer (FMG/AT 1)

Job Purpose

Under the supervision of the Final Accounts Manager, the incumbent is responsible for reconciling the Judiciary's Salaries Bank Account and checking off Cashier's daily balancing activity.

Key Responsibilities

- Ensures that Bank Statements and cashed cheques are collected promptly from the banks;
- Makes entries of all statements received;
- Ensures that all cheques are properly checked off against Bank Statement to determine any discrepancies;
- Liaises with respective banks when errors are found on Bank Statements;
- Prepares Reconciliation Statement for Salaries Bank Account;
- Prepares Journal Vouchers to account for reconciling items;
- Ensures that all transactions processed by the Cashier are completely accounted for;
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent problem-solving skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Ability to lead and work in a team
- Excellent working knowledge of relevant computer application (Biz Pay)
- Sound knowledge of the FAA Act

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/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of the first (1st) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- Completion of the first (1st) year of the Associate of Science Degree in Accounting/Business Administration/Business Studies with Accounting or BBA Degree at an accredited tertiary institution.

4. Bank Reconciliation Clerk (FMG/AC 2)

Job Purpose

Under the supervision of the Final Accounts Manager, the incumbent is responsible for assisting with reconciliation of all Bank Accounts for Court Administration Division and the Courts.

Key Responsibilities

- Ensures that Bank Statements and cashed cheques are collected promptly from the bank;
- Makes entries of all Statements received to the GFMS;
- Ensures that all cheques are properly checked off against Bank Statement to determine any discrepancies;
- Prepares Journal Vouchers to account for reconciling items;
- Ensures that all lodgement processed on the Bank Statement for Court Administration Division and the Courts are completely accounted for;
- Monitors and clears Advances on the GFMS accurately and promptly;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government's Accounting policies and procedures
- Knowledge of relevant computer application (GFMS)
- Sound knowledge of the FAA Act
- Knowledge of Accounting principles and practices
- Good problem-solving skills
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Keen attention to detail

Minimum Required Qualification and Experience

- Four (4) CXC subjects (Grades 1-3), GCE O' Level (Grades A-C), SSC (Ranges 4-5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting and in-service training courses in Government Accounting are assets.

5. Payment Clerk (FMG/AC 2)

Job Purpose

The incumbent maintains the various accounting registers and answers queries from clients.

Key Responsibilities

- Insert claims onto the GFMS;
- Records and files all completed payment claims/vouchers for retrieval upon request;
- Processes mileage, taxi, super, subsistence, advance and refreshment claims for Court Administration Division and the Supreme Court staff;
- Processes Imprest to all Family Courts and Court of Appeal;
- Processes for payment, all upkeep allowance and mileage for Court Administration Division staff;
- Recovers advance given and prepares journal vouchers for all advances recovered for Court Administration Division staff;
- Records all payments prepared in the relevant registers;
- Conducts client history research to address all queries;
- Deals with the public via telephone or face-to-face;
- Performs other job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines
- knowledge of the Organization's policies, procedures and mandate
- Knowledge of accounting principles and practices
- Good interpersonal relation skills
- Good oral and written communication skills
- Good presentation skills
- Proficient in the use of relevant Computer Applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a team

Minimum Required Qualification and Experience

- Four (4) CXC subjects (Grades 1-3), GCE O' Level (Grades A-C), SSC (Ranges 4-5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting and in-service training courses in Government Accounting are assets.

6. Cashier (FMG/CS 1)

Job Purpose

The incumbent is responsible for the collection and lodgment of all monies, the dispatch of cheques and the maintenance of petty cash imprest.

Key Responsibilities

- Collects all payments and issues receipts for all monies received;
- Collects and encashes cheques for petty cash re-imbursement and issues Imprest to the Courts;
- Prepares lodgment for all Heads of Estimate;
- Lodges miscellaneous revenue to the Accountant General's bank account;
- Lodges all miscellaneous and recurrent revenues to the appropriate Heads;
- Updates Cash Book;
- Updates Petty Cash Register;
- Maintains custody of signed cheques and Disbursement Registers for each Heads of Department;
- Reconciles receipts and lodgements against Cash Book;
- Prepares miscellaneous revenue reports for submission to the Accountant General's Department;
- Prints and issues signed cheques;
- Prints all payment vouchers on GFMS to be filed;
- Processes Jurors' claims;
- Processes Crown Witness' claims;
- Deals with the public via telephone or face-to face;
- Performs other job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act, Procurement Regulations and other guidelines
- knowledge of the organization's policies, procedures and mandate
- Knowledge of accounting principles and practices
- Excellent customer service skills
- Good interpersonal relation skills
- Good oral and written communication skills
- Good presentation skills
- Proficient in the use of relevant Computer Applications (e.g. Excel, Spreadsheets)
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Ability to work in a team

Minimum Required Qualification and Experience

- Four (4) CXC subjects (Grades 1-3), GCE O' Level (Grades A-C), SSC (Ranges 4-5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting and in-service training courses in Government Accounting and Voucher Preparation are assets.

Applications accompanied by résumés should be submitted **no later than Monday, 14th November, 2022 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

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.

A handwritten signature in black ink, appearing to be 'MT', with a long horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer