



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 25 **OSC Ref. C.4857¹⁷**

16th January, 2023

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 **Accounting Technician 1 (FMG/AT 1) - (Not Vacant), Ministry of Transport and Mining**, salary range \$1,370,094 - \$1,842,625 per annum.

Job Purpose

Under the supervision of the Accountant, the incumbent is responsible for carrying out accounting activities, recording procedures and complying with the Financial Administration and Audit Act (FAA).

Key Responsibilities

- Checks and calculates employees' Time Sheets;
- Prepares Fortnightly Salaries;
- Prepares personal and statutory deductions;
- Prepares and submits Salary Vouchers for reimbursement;
- Maintains salary control and employee records;
- Maintains Statutory Deduction Cards and prepares Annual Returns for various Agencies;
- Writes and signs cheques;
- Acts as relief Cashier;
- Reconciles the Division's commercial bank accounts;
- Ensures that payment/claim vouchers and regular bills are properly checked for probity, accuracy, regularity, propriety and authenticates and checks contract associated with payment;
- Ensures that payments are properly committed for the Division promptly;
- Issues Gas Card;
- Certifies or prepares Purchase Orders;
- Assists with the preparation of Tax Withholding Certificates;
- Assists with the examination of the Payroll;
- Processes Bus Passes;
- Examines and ensures that any errors are identified from details of reconciliation summary for a balanced Reconciliation;
- Inserts appropriate Journals for Memo Credits, Memo Debits, Bank Charges and Stale Dated Cheques etc;
- Informs the Accountant and the bank of existing errors found on statements; writes the bank and follows up until the inaccuracies are remedied or corrected;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good organizing skills
- Good oral and written communication skills
- Good problem-solving and interpersonal skills
- Excellent team skills
- Good work attitude

Technical:

- Knowledge of Financial Management Software (FinMan)
- Good Knowledge of Microsoft Excel and Word
- Knowledge of GOJ accounts classification codes

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**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Friday, 27th January, 2023 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**