



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 10**

### **OSC Ref. C. 6495<sup>3</sup>**

10<sup>th</sup> 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 **Accounts Payable Officer (FMG/AT 3) – (Not Vacant)** in the **Finance and Accounts Department, Institute of Forensic Science and Legal Medicine (IFSLM)**, salary range \$1,753,837 – \$2,358,715 per annum.

### **Job Purpose**

Reporting to the Senior Payable Officer the incumbent is to ensure that payments to suppliers and service providers are done in a timely manner and in compliance with the Government of Jamaica (GOJ) guidelines and regulations.

### **Key Responsibilities**

#### ***Professional/Technical:***

- Prepares rental/contractual payments within the stipulated timeframe;
- Updates the Rental Register on a monthly basis;
- Prepares Payment Vouchers on the relevant accounting system;
- Reverifications of invoices to ensure accuracy before submitting for payment;
- Prepares monthly report;
- Prepares Ad-hoc Reports on request;
- Verifies all prepared Tax Certificates for all withholding Taxes;
- Maintains an efficient Filing System for all financial documents;
- Resolves invoice discrepancies by liaising with suppliers and internal customers;
- Verifies that invoices are certified for payments and that goods and services are satisfactorily rendered;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Knowledge of Government Accounting and Financial Management Electronic System
- Working knowledge of the Financial Administration and Audit Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem-solving skills
- Skill in operating a computerized accounting system
- Work well in a team and on an individual basis

### **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**
- A.Sc Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc. 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 Monday, 23<sup>rd</sup> January, 2023, to:**

Senior Director,  
Human Resource Management, Development and Administration (Acting)  
Institute of Forensic Science and Legal Medicine  
2½ Hope Boulevard  
Kingston 6

Email: [vacanciesfslab@gmail.com](mailto:vacanciesfslab@gmail.com)

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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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