



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 84 **OSC Ref. C. 6555¹⁵**

17th February, 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 fill the **vacant** post of **Accounting Technician (FMG/AT 3) (engagement period of two (2) years)** in the **Consumer Affairs Commission**, salary range \$1,753,837 - \$2,358,715 per annum.

Job Purpose

Under the direction of the Senior Accountant, the incumbent carries out various accounting duties by processing payroll, receipts, payments, petty cash, etc.

Key Responsibilities

- Processes payments online and by cheque;
- Processes receipts and makes lodgments;
- Posts journal entries and maintains balance sheet ledgers and accounts;
- Updates cash balance;
- Serves as custodian of the Petty Cash;
- Computes and records monthly and bi-weekly salaries, travel allowances, mileage reimbursements and other staff payments;
- Calculates statutory deductions and prepares monthly deduction report for presentation to Senior Accountant;
- Prepares pension deduction payment and employees' voluntary deductions for submission by the 28th of each month;
- Compiles employer's Annual Returns of Income Tax and other statutory deductions and tax-related payments and presents to Senior Accountant;
- Monitors Staff Loan facility;
- Provides base data for the preparation of Monthly Reports and the Annual Budget;
- Assists in the preparation of Annual Returns;
- Assists in the preparation of audit schedules;
- Assists with maintaining internal financial controls and procedures;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity
- Systematic and organised
- Computer literate
- Team player
- Good oral and written communication skills
- Good interpersonal skills
- Technical accounting knowledge

Minimum Required Qualification and Experience

- Associate Degree in Accounting (MIND), or ACCA level 2, or Diploma in Government Accounting;
- Three (3) years bookkeeping experience;
- Experience using TurboPay and PeachTree for at least two (2) years.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd March, 2023 to:**

**The Finance and Administrative Manager
Consumer Affairs Commission
34 Trafalgar Road, Kingston 10**

Email: jobs@cac.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.

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**