



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 65
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7th 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/be assigned to the following posts in the **Finance and Accounts – Mission Accounts Unit, Ministry of Foreign Affairs and Foreign Trade**:

1. **Mission Accounts Officer (FMG/AT 1) – (Vacant)**, salary range \$1,370,094 – 1,842,625 per annum.
2. **Mission Accounts Officer (FMG/AT 2) - (Not Vacant)**, salary range \$1,370,094 – 1,842,625 per annum.

1. Mission Accounts Officer (FMG/AT 1)

Job Purpose

To verify accounts submitted by overseas Missions assigned, with the accounts in Headquarters in accordance with the Financial Administration and Audit (FAA) Act and other financial instructions.

Key Responsibilities

Technical/Professional:

- Examines the account submitted by overseas Missions assigned to ensure that all vouchers are properly coded and to ascertain whether any improper payment and unauthorized advances have been made. This involves checking:
 - ✓ Receipts against the receipts schedule
 - ✓ Payment Vouchers against the Payment Schedule
- Posts verified receipts and payments to the Receipts and Payments Schedule;
- Checks Bank Statements submitted by overseas Missions against Adjustment Vouchers (related to bank transactions);
- Checks Adjustment Vouchers submitted by overseas Missions for non-bank transactions;
- Prepares Adjustment Voucher as instructed by supervisor, if necessary;
- Extracts monthly calculation sheets for each overseas Mission assigned, to include monthly expenditures;
- Converts figures using the daily rates as prescribed by the Bank of Jamaica;
- Assists in monitoring outstanding advance account balances. Notifies supervisor re inactive balances in excess of three months with a view to initiating action towards the clearance of these balances;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - good working knowledge of the Ministry's role and functions
- Good communication skills (both oral and written)
- Ability to work in a team
- Customer and quality focus
- Good time management and problem-solving skills
- Keen eye for detail
- Good interpersonal skills
- Ability to work under pressure to meet deadlines

Technical:

- Knowledge of provisions of the Financial Administration and Audit Act (FAA), the Staff Orders, the Foreign Service Orders and other statutes relevant to government accounting activities
- Sound Knowledge of general accounting principles and practices

- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant accounting software

Minimum Required Education 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.

Special Conditions Associated with the Job:

- Incumbent should be prepared to transfer to and from Headquarters or another post based on the exigencies of the Foreign Service.

2. Mission Accounts Officer (FMG/AT 2)

Job Purpose

To check, verify and reconcile accounts submitted by overseas Missions assigned, with the accounts in Headquarters in accordance with the Financial Administration and Audit (FAA) Act and other financial instructions.

Key Responsibilities

Professional/Technical:

- Examines the account submitted by overseas Missions assigned to ensure that all vouchers are properly coded and to ascertain whether any improper payment and unauthorized advances have been made. This involves checking:
 - ✓ Receipts against the receipts schedule
 - ✓ Payment Vouchers against the Payment Schedule
- Posts verified receipts and payments to the receipts and payments schedule;
- Checks Bank Statements submitted by overseas Missions against Adjustment Vouchers (related to bank transactions);
- Checks Adjustment Vouchers submitted by overseas Missions for non-bank transactions;
- Prepares Adjustment Voucher as instructed by supervisor, if necessary;
- Extracts monthly calculation sheets for each overseas Mission assigned to include monthly expenditures;
- Converts figures using the daily rates as prescribed by the Bank of Jamaica;
- Assists in monitoring outstanding advance account balances. Notifies supervisor re inactive balances in excess of three months with a view to initiating action towards the clearance of these balances;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - good working knowledge of the Ministry's role and functions
- Good communication skills (both oral and written)
- Ability to work in a team
- Customer and quality focus
- Good time management and problem-solving skills
- Keen eye for detail
- Good interpersonal skills
- Ability to work under pressure to meet deadlines

Technical:

- Knowledge of provisions of the Financial Administration and Audit Act (FAA), the Staff Orders, the Foreign Service Orders and other statutes relevant to government accounting activities
- Sound Knowledge of general accounting principles and practices
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant accounting software

Minimum Required Education 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 year of the BSc. Degree Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job:

- Incumbent should be prepared to transfer to and from Headquarters or another post based on the exigencies of the Foreign Service.

Applications accompanied by résumés should be submitted **no later than Monday, 20th February, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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**