



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 106
OSC Ref. C. 4858⁴⁴

7th March, 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 2 (FMG/AT 2) - (Not Vacant)** in the **Project Management and Co-ordination Division, Ministry of Agriculture and Fisheries**, salary range \$1,370,094 - \$1,842,625 per annum.

Job Purpose

Under the direct supervision of the Senior Project Accountant (FMG/PA 4), the Accounting Technician 2 (FMG/AT 2) provides accounting support to the Project Management and Co-ordination Division by preparing expenditure statements, ledgers, reports and vouchers in accordance with the Financial Administration and Audit Act (FAA) and the regulations of the Multilateral and Bilateral Agencies.

Key Responsibilities

Technical/Professional:

- Prepares payment vouchers (traveling claims, utilities, purchasing of goods and services, stationery etc.) for the Division;
- Prepares advance Payment Vouchers;
- Updates and maintains Accounting Ledgers for the Division;
- Prepares Bank Reconciliation Statements for one project;
- Draws cheques;
- Posts vouchers to Expenditure Control Ledger for the Division;
- Checks and verifies payment claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are prepared;
- Prepares monthly listing of all documents processed;
- Conducts physical count of inventory;
- Generates statements on financial transactions;
- Reallocates funds and produces evidence of transactions;
- Participates in the processing of payments on invoice;
- Conducts research and provides historical expenditure information as required;
- Maintains complete and up-to-date files and records on projects;
- Prepares purchase orders facilitating the procurement of goods;
- Prepares and submits reports to the Senior Project Accountant on the status of activities undertaken;
- Performs any other related duties as directed by the Senior Project Accountant or Senior Director, Project Management and Co-ordination Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skill
- Ability to use own initiative
- Integrity
- Social skills
- Adaptability
- Goal/results oriented
- Teamwork and co-operation
- Customer and quality focus
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills

Technical:

- Proficiency in the relevant computer software;
- Sound knowledge of the Government of Jamaica's Financial Administration and Audit Act (FAA) and procurement guidelines;
- Sound knowledge of the regulations of the Multilateral and Bilateral Agencies and stipulations and conditions in various project documents.

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 year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**