



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 121

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10th 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 **Collection and Disbursement Clerk (FMG/AC 2) - (Not Vacant)** in the **Veterinary Services Division, Ministry of Agriculture and Fisheries**, salary range \$1,124,500 - \$1,512,328 per annum.

Job Purpose

Under the direct supervision of the Accounting Technician 3, (FMG/AT 3) the Collection & Disbursement Clerk (FMG/AC 2), is responsible for the collection and lodgment of all monies and the issuing of all cheques. The incumbent is also responsible for the maintenance of the petty cash imprest and ensures that all vouchers are collected and maintained.

Key Responsibilities

Technical/Professional:

- Assists in maintaining strict control over the access of persons to the Cashier Area;
- Controls official receipts;
- Participates in the Annual Board of Survey;
- Prepares and issues receipts for cash and cheques collected;
- Prepares lodgment for Head Office;
- Posts and balances Cash Receipt Books;
- Maintains custody of cheques and valuables;
- Maintains Petty Cash Imprest, making authorized petty cash payment and obtains petty cash reimbursements;
- Advises payees when cheques are ready and issues cheques to payees;
- Reconciles amounts collected;
- Prepares Reports;
- Prepares Payment Vouchers (JVB);
- Prepares and issues receipts for cash and cheques collected (JVB);
- Lodges cash and cheques (JVB);
- Inputs accounting data into the Accounting System (JVB);
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in a team
- Good interpersonal skills
- Ability to work on own initiative
- Good problem-solving and decision making skills
- Good analytical skills
- Good customer and quality focus skills

Technical:

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Government Accounting
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;

- Post-secondary Certificate in Accounting and In-Service training courses in Government Accounting are assets.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd March, 2023 to:**

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

E-mail: jobopportunities@moa.gov.jm

*Please note that only **appointed** officers should apply.*

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