



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 144 **OSC Ref. C. 4515/S3²**

23rd 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 fill/be assigned to the following posts in the **Finance and Accounts Division, Court Administration Division (CAD), Supreme Court:**

1. **Payable and Disbursement Manager (FMG/AT 3) - (Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
2. **Salaries Officer (FMG/AT 3) - (Not Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.

1. Payable and Disbursement Manager (FMG/AT 3)

Job Purpose

To be directly responsible for payments and disbursement of cheques; effecting payment on priority basis given the status of Cash Flow at the point in time and ensuring that the Unit's objectives are achieved.

Key Responsibilities

- Ensures that clients are paid correctly and as quickly as possible and in accordance with the FAA Act, its Regulations and Instructions;
- Establishes the priority basis for determining vouchers to be paid in consultation with the Principal Finance Officer and the Director of Expenditure/Accounting;
- Streamlines the payment operations by developing an appropriate schedule of specified day of the week for the payment of specified types of payments;
- Selects the vouchers to be paid based on priority policy and given the level of funds available;
- Ensures that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorising officers for authorisation;
- Ensures that the accounts are updated with the vouchers to be paid and that cheques are correctly printed;
- Ensure that cheques printed are properly secured, signed and delivered to the client as quickly as possible;
- Ensures that Disbursement Clerk enters cheque numbers on all payment vouchers and that vouchers are properly filed.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent communicator
- Good problem-solving skills
- Good team skills
- Excellent interpersonal and influencing skills

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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.

2. Salaries Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Salaries Manager, the incumbent is responsible for the accuracy and completeness of the monthly payroll payments generated for the assigned Heads and Sub-Heads.

Key Responsibilities

- Recommends improvements of the structure and computation of Public Sector salaries and other emoluments;
- Implements and records changes and additions made to the previous Month's Payroll for salaries and other emoluments as advised and authorised by the HR Division;
- Ensures that all personal deductions have been properly authorised and recorded;
- Makes arrangements for advances and overpayments of salaries to be recovered;
- Utilises edit listings and reconciliations to assure the accuracy of the Payroll;
- Prepares voucher to allocate salaries and payroll costs to relevant Heads and Sub-heads;
- Submits deduction listing to Supervisor for approval and arranges dispatch of cheques to relevant Agencies and Organizations within the time specified;
- Resolves queries raised by employees re accuracy of payroll and deduction data;
- Researches data to deliver employees' request for information on personal emoluments;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Keen attention to detail and accuracy of data
- Good understanding of public sector compensation and benefit structures
- Excellent planning and organizing skills
- Excellent interpersonal and customer service skills
- Good oral and written communication skills
- Good problem solving skills
- Effective team member
- Working knowledge of relevant computer applications
- Sound knowledge of the FAA Act

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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 Wednesday, 5th April, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: lataya.willis@cad.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 'MTM', with a long, sweeping horizontal line extending to the right.

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