



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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26th May, 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 following **vacant** posts in the **Water Resources Authority (WRA)**:

1. **Accounting Officer (Payables) (Level 7) – Finance and Accounts Department**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Receptionist (Level 4) – Human Resource Management and Administration Department**, salary range \$1,272,269 – \$1,711,060 per annum and any allowance(s) attached to the post.

1. Accounting Officer (Payables) (Level 7)

Job Purpose

The Account Payable Officer is responsible for processing payments to third parties or employees, verifying and reconciling invoices on behalf of the Water Resources Authority and maintenance of Accounts Payable Records. The incumbent also processes Monthly Payroll.

Key Responsibilities

- Prepares documents and process monthly salaries. Approve Quarterly Contracts Award Report submit;
- Prepares Monthly Payroll and Statutory Deductions Reports and submits to Ministry of Economic Growth and Job Creation;
- Prepares and dispatches Monthly and Fortnightly salary deduction cheques;
- Prepares Payment Vouchers against suppliers' invoices and ensures accuracy and internal controls are followed, obtains approval to prepare cheques/online payments;
- Reconciles Accounts Payable and bank statements with Sub-ledger;
- Prepares and posts Journal entries to Subsidiary Ledgers;
- Updates in-house bank balances and prepares Account Balance Report;
- Verifies internal Capital and Recurrent Unit Expenditure;
- Reviews and reconciles Cash Book Entries and post entries to ACCPAC software;
- Reviews accounts and prepare response;
- Receives and dispatches Fuel Advance Cards and reconciles receipts with suppliers' invoices;
- Certifies Petty Cash and Stamp Imprest Vouchers;
- Prepares Verification Letters for Statutory Bodies and private institutions;
- Verifies all GCT payments, Prepare GCT Withholding Tax Report, submits to the Financial Accountant for certification, and submission to the Ministry of Economic Growth and Job Creation, thereafter, uploads the GCT Withholding Tax Report to Tax Administration Jamaica (TAJ),
- Reconciles expense accounts, prepares schedules, and list outstanding Purchase Orders.

Required Knowledge, Skills and Competencies

- Customer/Client Service-Oriented
- Analysis and Accuracy
- Ability to use own initiative
- Effective oral and written communication skills
- Ability to meet deadlines
- Multi-tasking
- Integrity
- Teamwork and collaboration
- Business conduct and ethics
- Working knowledge of Accounting

- Working knowledge of software (Accpac and Payroll package)

Minimum Required Qualification and Experience

- B.Sc. in Accounting or Management Studies or Business Administration with an emphasis in Financial Accounting OR Diploma in Government Accounting Level III OR ACCA Level 1 or AAT Level III Accounting;
- Proficiency in AccPac software and PowerPay Payroll software;
- Proficiency in Microsoft Office Suite;
- Four (4) years working experience as an Accounts Payable Officer;
- One (1) year working with accounting software (ACCPAC, PowerPay).

2. Receptionist (Level 4)

Job Purpose

The position of Receptionist is to be the first point of contact for incoming callers and visitors. The duties including directing inbound and outgoing calls in a prompt and professional manner, providing a welcoming environment to visitors, responding to queries, and directs visitors and callers to the appropriate Department and/or individual for further support. The Receptionist also offers other administrative support including mail receipt and distribution, handling telephone records, ensuring the Reception Area is well maintained, and all phone lines are in working condition.

Key Responsibilities

- Updates Mail Database with incoming and outgoing mails/parcels accurately;
- Receives, sorts, stamps, records and dispatches incoming mails in a timely manner;
- Enters all outgoing mails and cheques in the appropriate books and dispatches to Bearer for delivery;
- Maintains the integrity of the Value Book System, by recording incoming cheques;
- Greets, screens and directs visitors to the correct Department and/or individual and maintains the professional appearance of the Reception Area;
- Monitors Access Control System, log visitors and supply door passes;
- Answers (internal and external) calls in a timely, efficient, and courteous manner, directs calls to correct unit/individual, and record and relay messages promptly;
- Operates the Intercom System;
- Liaises with CUG Providers, checks phone plans, and rectify issues (if any);
- Ensures that telephone codes are secured to reduce unauthorized calls;
- Manages calls made to cell numbers for personal/official purposes. Sends record of all personal calls to Accounts Department for billing;
- Checks phone bills and dispatches for payment;
- Updates internal directory, add new employee information, and remove old numbers;
- Acts as Liaison with telephone companies. Checks that telephone technology/equipment is current to maintain efficiency, assists in reporting telephone equipment or service failures, and ensure all extensions are in good working order;
- Records and prepares Minutes of the Office Services Unit Meeting;
- Files and maintains telephone records;
- Maintains a supply of telephone devices and accessories;
- Updates and file Drivers' fuel requests and mileage records.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Professional and courteous
- Quick thinking
- Ability to work on own initiative
- Good time management
- Multitasking
- Attention to detail
- Integrity
- Strong interpersonal skills
- Business conduct and ethics
- Teamwork and collaboration
- Record/bookkeeping skills

- Customer service
- Switchboard management
- MS office Suite

Minimum Required Qualification and Experience

- Certified Certificate in Telephone Techniques and Administration OR Secondary level Education; Five (5) G.C.E. "O" Levels A, B, C or CXC Levels 1, 2, 3 including English Language and a numerical subject;
- Two (2) years' experience in a similar capacity.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th June, 2023 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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**