



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 211** **OSC Ref. C.6567<sup>15</sup>**

10<sup>th</sup> 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 be assigned to fill the following posts in the **Institute of Forensic Science and Legal Medicine (IFSLM), Ministry of National Security**:

1. **Manager, Accounts Payable and Payroll (FMG/PA 2) (Not Vacant)**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Senior Final Accountant (FMG/PA 1) - (Vacant)**, salary range \$3,094,839 – \$4,162,214 per annum.
3. **Secretary 2 (OPS/SS 2) - (Vacant)**, salary range \$ 1,272,269 – \$1,711,060 per annum.

#### **1. Manager, Accounts Payable and Payroll (FMG/PA 2)**

##### **Job Purpose**

Ensures the processing, control and payment of monthly and fortnightly salaries and allowances for staff and consultants of the Institute of Forensic Science and Legal Medicine and that it is done in accordance with the FAA Act and GOJ standards. Ensures that payments to suppliers of goods and services, mileage claims and other allowances for staff are paid in an effective and efficient manner.

##### **Key Responsibilities**

###### ***Professional/Technical***

- Ensures that the monthly Interim and Fortnightly Payrolls are prepared so as to facilitate timely payment;
- Reviews all relevant information concerning the payment of salaries upon receipt;
- Prepares Monthly and Fortnightly Statutory Deduction Reports;
- Updates Payroll System;
- Maintains Payroll Cashbook;
- Verifies all recurrent payments via the Central Payroll Processing System (CPPS);
- Ensures that advances and overpayment of salaries are promptly recovered;
- Checks and certifies Payment Vouchers prepared by Salary Officer;
- Ascertains the accuracy of Deduction Listing;
- Adjusts payroll errors and respond to complaints;
- Checks and authorizes Journal Vouchers entered for statutory payments made by Accountant General;
- Updates and maintains data entered on the Payroll System for new employee;
- Maintains record of Payroll adjustments;
- Ensures the accuracy, availability and confidentiality of Payroll Records;
- Investigates discrepancies concerning payroll transactions and submits findings to the Senior Director of Accounts and Finance;
- Implements a proper system that ensures timely and accurate payment of invoices, bills, grants and other payments;
- Monitors and maintains Imprest System;
- Prepares report of unpaid bills and un-discharged commitments;
- Authorizes the issue, cancellation, withdrawal, voiding, replacement and reprinting of cheques that have errors;
- Analyzes payment request in respect of authenticity, Cash Flow and budgetary provisions and where satisfactory submits to Clerk for payment;
- Ensures the payment of all utility bills of behalf of the Organization;
- Ensures expenses and commitments are correctly classified and coded as per Chart of Accounts;
- Monitors and ensures the deduction of Withholding Taxes from supplier invoices;

- Reviews and signs Travel Edit Report;
- Liaise with external and internal clients regarding payment and invoice queries;
- Submit Monthly Reports on accounts payables, payroll and bills outstanding.

***Managerial/Administrative:***

- Responds to inquiry regarding payroll matters;
- Monitors and ensures the balancing of salary controls;
- Authorizes salary payment vouchers and reimbursements;
- Approves Bank transfers to facilitate deposit to staff salary accounts and external clients;
- Sign Salary Verification Letters and letters to financial institutions;
- Participates in the development of the Department's Budget, Strategic and Operational Plans;
- Prepares Work Plans for the Unit;
- Provides technical financial advice to the relevant persons;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act.

***Human Resource:***

- Reviews Work Plans for staff and ensures timely submission;
- Liaise with Statutory Bodies in respect of Statutory payments;
- Completes PMAS Documentation and submits within the specified time frame as outlined by the PMAS Manual;
- Conducts Performance Reviews of staff;
- Coaches and mentors staff towards achieving Unit's objectives and personal development;
- Provides ongoing feedback to staff on their performance;
- Schedules Monthly Unit Meetings with Team Members and provides Minutes to the Senior Director;
- Assists with on-the-job training of new members of staff;
- Monitors and evaluates the performance of direct reports;
- Participates in the recruitment of staff for the Unit and recommends promotion, termination and leave in accordance within established policies and procedures;
- Participates in developing and implementing a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Institute;
- Provides leadership and guidance, through effective planning, delegation, communication, training, mentoring and coaching to staff directly supervised;
- Ensures identification of welfare and developmental needs of direct reports and addressing of same;
- Establishes a work environment that fosters teamwork and ultimately the Organization's goals;
- Performs any other related duties that may be assigned by the Senior Director, Finance and Accounts from time to time.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of accounting techniques, principles and practices
- General understanding of GOJ procurement process
- Ability to review processes and to compare information in order to identify discrepancies
- Good oral and written communication skills
- Comprehensive knowledge of the FAA Act
- Good analytical and problem-solving skills
- Excellent leadership skills
- Excellent interpersonal skills
- High level of integrity
- Excellent use of own initiative
- Excellent teamwork and co-operation
- Excellent analytical and judgment skills
- Excellent planning and organizing skills
- Excellent communicator
- Skills in operating a computerized accounting system

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

## **2. Senior Final Accountant (FMG/PA 1)**

### **Job Purpose**

Under the general direction of the Management Accountant, the incumbent is responsible for managing the preparation of financial statements and reports for the Institute of Forensic Science and Legal Medicine.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the development of the Institute's Budget, Strategic and Operational Plans;
- Provides technical financial advice to the relevant persons;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act.

#### ***Technical/Professional:***

- Prepares Financial Reports for review by the Management Accountant;
- Liaises with the Management Accountant in relation to Programme Expenditure Performance against budgets;
- Ensures the prompt preparation of Monthly Statements of expenditure and commitments for the Department;
- Prepares monthly virement, where applicable;
- Assists in the preparation of notes to the Appropriation Accounts and the Auditor General's Annual Report;
- Submits for verification Revenue Statements to the Management Accountant;
- Ensures Imprest is balanced in an accurate manner;
- Monitors warrant issued, warrant transfers, warrant adjustments and advances to ensure they are properly brought to account;
- Monitors receipts and lodgments ensuring that they are correctly posted and reflected in their respective accounts;
- Monitors Journal Vouchers for salary, advance clearance and other adjustments that are reflected in the account;
- Certify payment and Journal Vouchers;
- Submits to the Management Accountant, signed Financial Statements in respect to close-off period;
- Prepares and submits weekly reports to the Management Accountant;
- Provides technical advice.

#### ***Human Resource:***

- Completes and submits PMAS Documentation within the specified time frame as outlined by the PMAS Manual;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goals.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of accounting techniques, principles and practices
- Knowledge of Government Accounting and FINMAN System
- Knowledge of financial administration of Audit Act
- Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances
- Good oral and written communication skills
- Comprehensive knowledge of the FAA Act
- Excellent knowledge of computer applications
- Sound knowledge of the Government accounting standard and procedures

- Good analytical and problem-solving skills
- Excellent leadership skill and interpersonal skills
- High level of integrity
- Excellent teamwork and co-operation
- Excellent planning and organizing 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**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

### **3. Secretary 2 (OPS/SS 2)**

#### **Job Purpose**

The incumbent is responsible for performing all administrative and secretarial duties required by the Director, in accordance with established standards and procedures.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Prepares reports using Microsoft Office;
- Records dictation from the Director and reproduces;
- Prepares correspondence, reports and other administrative documents for the signature of the Director;
- Prepares and distributes Agenda and Minutes of Meetings;
- Conducts research and gather information;
- Maintains an efficient Filing System;
- Establishes and maintains a system of control for policy, classified and confidential documents;
- Schedules and co-ordinates meetings, special events, and/or other similar activities for the Director;
- Maintains adequate supplies of stationery and office supplies;
- Liaises with external Agencies on calibration, schedule service and repairs;
- Serves of as recording secretary on Committee(s);
- Maintains up-to-date Report files by:
  - ✓ Collating, filing and compile Progress Reports, Annual Report and Annual Performance Reports
  - ✓ Distributing copies of these reports to the relevant persons
- Performs any other related duties that may be assigned by the Director from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Advanced word processing skills
- Excellent interpersonal skills
- Good oral and written communicate skills
- Manage interpersonal communication and relationship
- Good time management skills

#### ***Technical:***

- Advanced knowledge of computerized management and the relevant computer applications
- Good planning and organizing skills
- Excellent knowledge of Records Management and Office Procedures

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24<sup>th</sup> May, 2023 to:**

**Director  
Human Resource and Welfare Management (Acting)  
Institute of Forensic Science and Legal Medicine  
2½ Hope Boulevard  
Kingston 6**

Email: [vacancies@ifslmjia.gov.jm](mailto:vacancies@ifslmjia.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**