



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 268

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16th June, 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 (FMG/AT 3) – (not vacant)** in the **Hazardous Substance Regulatory Authority (HSRA), Ministry of Industry, Investment and Commerce**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

Under the supervision of the Director General, the Accounting Technician is responsible for managing all the accounting functions of the Authority to achieve compliance with accounting standards, the FAA Act, the Public Bodies Management and Accountability Act, Government of Jamaica procurement guidelines and within the budgetary allocation.

Key Responsibilities

Administrative/Professional

- Maintains the accounting and financial records of the Authority;
- Provides explanation/justification for any variation of expenditure on the budgetary allocation from the Consolidated Fund and Appropriation in Aid;
- Prepares all payment vouchers inclusive of Board Fees, good and services procured, travel Allowances, local and overseas Per Diems;
- Responds to Audit Query through the Director General;
- Manages Petty Cash Imprest;
- Posts banking transactions to schedule;
- Prepares Annual Estimates of Non-Tax Revenue Collection statements;
- Prepares Quarterly Non-Tax Revenue Collection Statements;
- Prepares invoices and receipts in respect of clients for payment - Grants of Authorization;
- Prepares and issues reminders to customers utilizing a payment schedule;
- Monitors and reconciles payments made to the Parent Ministry and HSRA Office;
- Monitors and ensures that receipts issued by Officers at the HSRA are in keeping with the FAA Act;
- Verifies the correctness of Transportation and Subsistence forms;
- Ensures that Transport and Subsistence Claims are submitted to Head Office on time;
- Maintains schedule and verifies changes for new salary rates, arrears, acting, promotions, resignation, new employment and other authorized changes;
- Liaises with Accountants at parent Ministry regarding payments to or on behalf of the HSRA;
- Prepares and submits reimbursement claims for payment;
- Facilitates proper cash management and expenditure control of the Authority's Recurrent Expenditure Budget and Appropriation-In-Aid;
- Provides information on the discharge of commitments and current cash position;
- Maintains Unit Quality System Plan relating to the management of finances;
- Investigates concerns and recommends measures to maintain smooth internal and external accounting processes for the delivery of quality service to customers;
- Prepares monthly Revenue Schedule;
- Prepares, verifies and certifies weekly and monthly Collections Reports;
- Prepares monthly Financial Statements for the HSRA Board;
- Prepares monthly/annual Cash Flow Requests;
- Maintains proper accounting record;
- Prepares Annual Financial Statements for inclusion in the HSRA Annual Report;
- Attends meetings, seminars, training;
- Perform any other duties assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication skills
- Excellent customer service relation skills
- Excellent problem solving and decision making
- Excellent time management, planning and organizational skills
- Excellent interpersonal skills
- Excellent teamwork and cooperation skills
- Punctuality
- Excellent Integrity
- Good discipline (including good anger management)
- Goals/Results oriented
- Customer & quality focus

Technical

- Sound knowledge of FAA Act, Public Bodies Management and Accountability Act, Generally Accepted Accounting Practices, International Financial Reporting Standards (IFRS), and International Standards on Auditing
- Sound knowledge of Government of Jamaica accounting and procurement procedures
- Excellent knowledge of international accounting standards and practices
- Sound knowledge of payroll administration
- Working knowledge of funding agencies' financial management and disbursement procedures
- Proficient in the use of relevant technology - Proficient in Accounting packages such as Peachtree/SAGE, IPS, Microsoft Excel and Word, for accounting, auditing and financial reporting.

Minimum Required Qualification and Experience

- AAT Level 3 with 2 years related experience; **or** CAT Level C/Level 3 with 2 years related experience; **or**
- ACCA Level 1 with 2 years relevant experience; **or** NVQJ Level 4 Accounting with 2 years related experience; **or**
- Diploma in Accounting from an accredited University or Community College with 2 years related experience; **or**
- ASc. Degree in Business Studies/ Management Studies/ Business Administration from an accredited tertiary institution with 2 years related experience; **or**
- ASc. Degree in Accounting, MIND with 2 years related experience; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2, & 3 with 2 years related experience; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with (1) one-year related experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 29th June, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**