



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 236
OSC Ref. C. 6555¹⁵

30th 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 **vacant** post of **Accounts Payable Officer (FMG/AT 2)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

To process Payment Vouchers ensuring the validity and accuracy for entry to Accounts Payable for bills, claims, invoices and other relevant documents in respect of the recurrent expenditure of the Offices of the Supervisor of Insolvency and Government Trustee and the Corporate Services Unit. The incumbent is also responsible for the preparation of all journal and commitment vouchers, wages for fortnightly and monthly paid employees, collections, lodgments and Payments Reports due to Accountant General's Department and custody of cheques and receipt books.

Key Responsibilities

Technical/Professional:

- Checks the accuracy and authenticity of all bills, invoices and statements in respect of goods and services acquired in relation to the Offices of the Supervisor of Insolvency and Government Trustee and Corporate Services Unit to ensure any applicable rates are correct and deductions lawful/authorized;
- Prepares payment, journal and commitment vouchers in relation to all departmental expenditure;
- Ensures that payment advice are dispatched to clients paid via CTMS;
- Maintains Payment Voucher files and records;
- Ensures that invoices for goods and services received in relation to the operation of the offices are stamped to indicate that such goods/services were satisfactorily received;
- Assists with keeping proper record of all blank cheques and receipt books and keeps secure custody of same until collection and records their issue/disbursement upon verification of recipients' identity or authority to collect same;
- Maintains the Expenditure Analysis Record by Objects for the offices;
- Prepares report of actual collection and lodgment of Miscellaneous Revenue for submission to the Cash Management Unit of the Accountant General's Department;
- Updates the relevant salary cards in accordance with written directives and prepares Payroll for fortnightly paid employees and staff of the Government Trustee;
- Generates schedules of salaries payable, statutory deductions and other authorized deductions;
- Prepares/maintains Cash Book for Office of the Supervisor of Insolvency/Corporate Services;
- Prepares Bank Reconciliation Statements for Office of the Supervisor of Insolvency/Corporate Services;
- Prepares Annual Returns for Income Tax, NIS and NHT for fortnightly paid staff and staff of the Government Trustee, within the specified time;
- Prepares documentation for the remittance of Withholding Tax for Specified Services (WTSS) to Tax Administration Jamaica, under the supervision of the Financial Accountant;
- Assists the Director of Finance and Accounts and/or the Financial Accountant in preparing reports for submission to the Ministry of Finance and/or Accountant General's Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of accounting standards and procedures
- Excellent knowledge of the organisation's policies and procedures
- Proficiency in the use of relevant computer applications

- Ability to work in teams
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Monday, 12th June, 2023 to:**

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

E-mail: 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**