



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 285**  
**OSC Ref. C. 4664<sup>16</sup>**

29<sup>th</sup> 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 **Payments Officer (FMG/AT 3) – (Not Vacant)** in the **Accountant General's Department (AGD)**, salary range \$1,984,305 – \$2,668,670 per annum.

**Job Purpose**

The Payments Officer is responsible for the processing of all accounts payables and effecting of relevant payments to staff, and all suppliers/contractors of the Department.

**Summary of the broad purpose of the position in relation to Government's goals and strategies to:**

- To process all accounts payables (invoices, claims, bills etc.) to ensure authorization for payment;
- To prepare payment vouchers, correctly classify and upload to the Financial Management Information System (FINMAN) for certification by the relevant Officers;
- To ensure submission of approved payment vouchers to the Treasury Management System for payment and posting to the relevant General Ledger.

**Key Responsibilities**

***Technical:***

- Prioritizes the settlement of accounts payables;
- Prepares all Journal Vouchers e.g. for all Statutory Heads;
- Receives and processes invoices, claims, bills etc. that have been authorized for payment, and prepares Payment Vouchers - including staff claims for travel and other non-payroll cash benefits;
- Uploads and classifies Payment Vouchers on the FINMAN to facilitate certification, approval, and uploading of payments;
- Uploads payments to the Treasury Management System;
- Ensures payments for the various Statutory Heads are appropriately recorded in the relevant General Ledger;
- Files Payment Vouchers and Journal Vouchers;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- Accuracy and attention to detail
- **Collaboration and Teamwork:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- Comprehensive knowledge of Government Accounting procedures
- Working knowledge of relevant computer system and applications
- Working knowledge of the Staff Order and the FAA Act
- Knowledge of international Public Sector Accounting Standards (IPSAS)

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

- AAT Level 3; ACCA-CAT Level C/Level 3;
- ACCA Level 1; NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Three (3) years working in the field of Accounting in a similar capacity, preferably in the Public Sector.

#### **Specific Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12<sup>th</sup> July, 2023 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**