



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 308 **OSC Ref. C.4515/S3²**

11th July, 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 **Accounting Technician 2 (FMG/AT 2)** in the **Parish Court – Portland, Court Administration Division**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Under the supervision of the Court Administrator, the incumbent is responsible for co-ordinating and overseeing the day-to-day operation of collection, issuing and securing all money that are dealt with in the Court Office.

Key Responsibilities

Technical/Professional:

- Checks, balances and records all monies collected and issue receipt;
- Prepares lodgement for dispatch;
- Collects, maintains and distributes affiliation and suitors payments;
- Provides custodianship for Bailiff fees;
- Issues Bailiff's fee upon the execution of warrants;
- Maintains the General Cash Books, Suitors and Affiliations Books;
- Liaises with banks when necessary to clear up discrepancies;
- Collects and distributes salary and jurors cheques while ensuring the safekeeping of uncollected cheques;
- Prepares Bank Reconciliation Statements for suitors and affiliations;
- Maintains the Imprest and Petty Cash;
- Visits outstations to collect fines;
- Prepares commitment for Police Station;
- Writes cheque for maintenance and suitor
- Prepares disobedience and arrest Warrants;
- Checks and enters receipt numbers on Court Sheets;
- Prepares Monthly Summary of fines and submit to the Ministry;
- Prepares letters to guardsman for services rendered;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good customer service skills
- Good communication (i.e. oral, written and presentations) skills
- Ability to pay strict attention to detail
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to manage own time effectively
- Ability to analyze and solve problems
- Ability to work in a team;

Technical:

- Sound knowledge of the Parish Court Act and other relevant legislation
- Sound knowledge of Accounting principles, procedures and practices
- Sound knowledge of the FAA Act
- Proficient in the use of relevant Computer Applications (Microsoft – Excel)

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 BSC. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Monday, 24th July, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5**

Email: hrma@cad.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**