



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 288**

**OSC Ref. C. 4858<sup>43</sup>**

**4<sup>th</sup> 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 be assigned to the **Accounting Technician 2 (FMG/AT 2) – (Not Vacant) in Project Management and Co-ordination Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 – \$2,084,761 per annum.

### **Job Purpose**

Under the direct supervision of the Senior Project Accountant (FMG/PA 4), the Accounting Technician (FMG/AT 2) provides accounting support to the Project Management & Coordination Division by preparing expenditure statements, ledgers, reports, and vouchers in accordance with the Financial Administration and Audit Act (FAA Act) and the regulations of the Multilateral & Bilateral Agencies.

### **Key Responsibilities**

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

- Prepares payment vouchers (traveling claims, utilities, purchasing of goods & services, stationery etc.) for the Division;
- Prepares advance payment voucher;
- Updates and maintains accounting ledgers for the Division;
- Prepares Bank Reconciliation Statements for one project;
- Draws cheques;
- Posts vouchers to expenditure control ledger for the Division;
- Checks and verifies payment claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are prepared;
- Prepares monthly listing of all documents processed;
- Conducts physical count of inventory;
- Generates statements on financial transactions;
- Reallocates funds and produces evidence of transactions;
- Participates in the processing of payments on invoice;
- Conducts research and provides historical expenditure information as required;
- Maintains complete and up-to-date files and records on projects;
- Prepares purchase orders facilitating the procurement of goods;
- Prepares and submits reports to the Senior Project Accountant on the status of activities undertaken;
- Performs any other related duties as directed by the Senior Project Accountant or Senior Director, Project Management and Coordination Division.

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

#### ***Core***

- Good oral and written communication skills
- Interpersonal skill
- Initiative
- Integrity
- Social skills
- Adaptability
- Goal/results oriented
- Teamwork and cooperation
- Customer and quality focus
- Methodical
- Problem solving & decision making
- Planning and organizing skills

**Technical**

- Proficiency in the relevant computer software
- Sound knowledge of the Government of Jamaica's Financial Administration and Audit Act (FAA) and procurement guidelines
- Sound knowledge of the regulations of the Multilateral & Bilateral Agencies and stipulations & conditions in various project documents.

**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, 17<sup>th</sup> July, 2023 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6

E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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