



## Office of the Services Commissions

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### **CIRCULAR No. 294** **OSC Ref. C.6555<sup>15</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 fill the **vacant** post of **Final Accountant (FMG/AT 3)** in the **Ministry of Industry, Investment and Commerce**, salary range \$1,984,305 - \$2,668,670 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Final Accounts and Reporting, the Final Accountant is responsible for the preparation of the accounts of the Ministry and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

#### **Key Responsibilities**

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

##### ***To properly prepare the accounts of the Ministry on a timely basis:***

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Receipts, Lodgements, and Payments are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads;
- Ensures that warrant issues, warrant transfers, warrant adjustments, contingency advances and treasury advances are properly brought to account under the relevant Heads.
- Prints and checks Monthly Financial Reports Statements for accuracy and completeness;
- Resolves all errors found at (5) above, and provide reports to the Director, Final Accounts and Reporting for checking;
- Prints and signs all relevant Financial Statements for all Heads of Estimates, then submits same to the Director, Final Accounts and Reporting in respects of the closed period.

##### ***Advance Clearance:***

- Monitors closely all advances given, by making contact with the Accountable Officer promptly following the projected date given for its clearance;
- Examines all bills, claims, vouchers, etc. submitted for clearance of advances ensuring that they are valid, certified, approved, and represents goods/services rendered in accordance with the purpose for which the advance was given and it is in keeping with the budgetary provision, the FAA Act Instructions and Regulations;
- Contacts Programme Manager/Advancee on any matter pertaining to the bills/vouchers submitted for clearance of advance which require explanation or clarification for it to be accepted;
- Ensures that Journal Vouchers are properly prepared and posted for the clearance of advances based on bills checked and accepted;
- Ensures that balances remaining on advances after clearances are recovered by way of cash paid by the Advancee;
- Guides the Cashier in the account codes, advance type and number to be used in respect of advance recoveries.

##### ***Advance Monitoring:***

- Monitors to ensure that Contingencies and Treasury Deposits advances approved by the Ministry of Finance and the Public Service are being cleared promptly;
- Examines list of advance and individual advance accounts continuously to ensure that:
  - The accounts are being reflected under the correct advance type
  - Accounts overdue for clearance are investigated with a view to having them cleared
- Prepares Monthly Report to the Director, Final Accounts and Reporting on the status of the advance accounts.

***Deposits Monitoring:***

- Ensures that receipts and withdrawals from the Deposit Accounts are in keeping with the terms agreed upon;
- Ensures that Deposit Accounts are being utilized for the purposes for which they were received;
- Ensures that Deposits Accounts are not being held longer than is necessary;
- Prepares Aged Statement of deposits to determine period for which deposits are held;
- Ensure that deposit accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue.

***Preparation and Posting of Journal Vouchers:***

- Receives documents for the preparation of Journals;
- Assigns Journal Voucher number according to the number sequence adopted;
- Post the Journals to the Government Financial Management System (GFMS).

***Bank Reconciliation:***

- Has responsible for the preparation of timely, accurate Bank Reconciliation Statements in accordance with the FAA Act, Regulations and Instructions;
- Ensures the prompt receipt of Bank Statements;
- Ensures correctness of entries on Bank Statements, identifies and resolves any errors found and adjusts same immediately in the relevant period;
- Prepares journals for bank charges, debit advice, credit advice, etc.;
- Performs any other related duties that may be assigned from time to time by the Principal Finance Officer.

**Required Knowledge, Skills and Competencies*****Core:***

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Good interpersonal and influencing skills
- Good customer relations skills

***Technical:***

- Excellent knowledge of the stipulations of the FAA Act
- Excellent knowledge of the Ministry's Policies, Practices and Procedures
- Excellent knowledge of Government Accounting
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

**Minimum Required Qualification and Experience**

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Monday, 17<sup>th</sup> July, 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](mailto: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.**

A handwritten signature in black ink, appearing to be 'MT' with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**