



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 289 **OSC Ref. C.6495³**

4th 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 fill the following posts in the **Institute of Forensic Science and Legal Medicine (IFSLM)**:

1. **Manager, Accounts Payable and Payroll (FMG/PA 2) (Vacant) - Finance and Accounts Division**, salary range \$3,770,761-\$5,071,254 per annum.
2. **Manager, Financial Systems (FMG/PA 2) (Not Vacant) - Finance and Accounts Division**, salary range \$3,770,761-\$5,071,254 per annum.
3. **Accounts Payable Officer (FMG/AT 3) (Not Vacant) - Finance and Accounts Department**, salary range \$ 1,984,304- \$2,668,670 per annum.
4. **Secretary (OPS/SS 2) (Vacant) - Forensic Pathology Department**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Manager, Accounts Payable and Payroll (FMG/PA 2)

Job Purpose

Ensures the processing, control and payment of monthly and fortnightly salaries and allowances for staff and consultants of the Institute of Forensic Science and Legal Medicine and that it is done in accordance with the FAA Act and GOJ standards. Ensures that payments to suppliers of goods and services, mileage claims and other allowances for staff are paid in an effective and efficient manner.

Key Responsibilities

Technical/Professional:

- Ensures that the monthly, interim, and fortnightly Payrolls are prepared so as to facilitate timely payment;
- Reviews all relevant information concerning the payment of salaries upon receipt;
- Prepares monthly and fortnightly Statutory Deduction Reports;
- Updates Payroll System;
- Maintains Payroll Cashbook;
- Verifies all recurrent payments via the Central Payroll Processing System (CPPS);
- Ensures that advances and overpayment of salaries are promptly recovered;
- Checks and certifies payment vouchers prepared by Salary Officer;
- Ascertains the accuracy of deduction listing;
- Adjusts Payroll errors and responds to complaints;
- Check and authorizes Journal vouchers entered for statutory payments made by Accountant General;
- Updates and maintains data entered on the Payroll System for new employee;
- Maintains records of Payroll adjustments;
- Ensures the accuracy, availability, and confidentiality of Payroll Records;
- Investigates discrepancies concerning Payroll transactions and submits findings to the Senior Director of Accounts and Finance;
- Implements a proper system that ensures timely and accurate payment of invoices, bills, grants, and other payments;
- Monitors and maintains Imprest System;
- Prepares Report of unpaid bills and un-discharged commitments;
- Authorizes the issue, cancellation, withdrawal, voiding, replacement and reprinting of cheques that have errors;

- Analyzes payment request in respect of authenticity, cash flow and budgetary provisions and where satisfactory submits to Clerk for payment;
- Ensures the payment of all utility bills of behalf of the Organization;
- Ensures expenses and commitments are correctly classified and coded as per Chart of Accounts;
- Monitors and ensures the deduction of withholding taxes from supplier invoices;
- Reviews and signs Travel Edit Report;
- Liaises with external and internal clients regarding payment and invoice queries;
- Submits monthly Reports on Accounts Payables, Payroll and bills outstanding.

Managerial/Administrative

- Responds to inquiry regarding Payroll matters;
- Monitors and ensures the balancing of salary controls;
- Authorizes salary payment vouchers and reimbursements;
- Approves Bank transfers to facilitate deposit to staff salary accounts and external clients;
- Signs Salary verification letters and letters to financial institutions;
- Participates in the development of the Department's budget, strategic and Operational Plans;
- Prepares Work Plans for the Unit;
- Provides technical financial advice to the relevant persons;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act.

Human Resource

- Reviews Work Plans for staff and ensures timely submission;
- Liaises with Statutory bodies in respect of Statutory payments;
- Ensures PMAS Documentation completed and submitted with the specified time frame as outlined by the PMAS Manual;
- Conducts Performance Reviews of staff;
- Coaches and mentors staff towards achieving Unit's objectives and personal development;
- Provides ongoing feedback to staff on their performance;
- Schedules monthly Unit Meetings with team members and provides Minutes to the Senior Director;
- Assists with on-the-job training of new members of staff;
- Monitors and evaluates the performance of direct reports;
- Participates in the recruitment of staff for the Unit and recommends promotion, termination and leave in accordance within established policies and procedures;
- Participates in developing and implementing a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Institute;
- Provides leadership and guidance, through effective planning, delegation, communication, training, mentoring and coaching to staff directly supervised;
- Ensures identification of welfare and developmental needs of direct reports and addressing of same;
- Establishes a work environment that fosters teamwork and ultimately the Organization's goals;
- Performs any other related duties that may be assigned by the Senior Director, Finance and Accounts from time to time.

Required Knowledge, Skills, and Competencies

- Sound knowledge of accounting techniques, principles, and practices.
- General understanding of GOJ procurement process.
- Ability to review processes and to compare information in order to identify discrepancies.
- Good oral and written communication skills.
- Comprehensive knowledge of the FAA Act.
- Good analytical and problem solving skills.
- Excellent leadership skill.
- Excellent interpersonal skill.
- High level of integrity.
- Excellent use of own initiative.
- Excellent teamwork and co-operation.
- Excellent analytical and judgment skills;
- Excellent planning and organizing skills

- Excellent communicator.
- Problem solving skills.
- Skill in operating a computerized accounting system.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University **or**;
- ACCA level 2 **or**;
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- Five (5) years relevant working experience

2. Manager, Financial Systems (FMG/PA 2)

Job Purpose

The incumbent will be responsible for the effective, efficient, and economical use of all computerized financial systems within the Finance and Accounts Unit so as to ensure the Unit's compliance with established systems, procedures and guidelines.

Key Responsibilities

Technical/Professional:

- Provides efficient and effective support services through the proper administration of all computerized financial system in the Finance and Accounts Unit;
- Ensures that all hardware and software failures are properly recorded, reported and resolved;
- Submits requests for enhancement, modification, etc. of the financial system to the Ministry of Finance;
- Ensures the physical and data security of the prescribed financial system hardware and software and maintains its inventory;
- Administers data access security, password security and ensures function access maintenance;
- Maintains the Chart of Accounts;
- Checks and certifies Invoices re payment for goods and services in relation to hardware and software maintenance;
- Establishes codes, customizes events and executes other technical operations in respect to the financial system;
- Monitors daily back up of the system and effects the opening and closing of accounting periods;
- Ensures that all accounts are kept current and all Financial and other Management Reports are generated on a timely basis;
- Ensures the proper management and operation of the prescribed Financial System, Payroll System, and the Electronic Employee Payroll Payment Stem (EEPPS) to obtain system performance and efficient computer utilization;
- Provides training and technical assistance to authorized users;
- Assists in the implementation and operation of the accrual-based accounting system;
- Liaises with the Ministry of Finance and the Public Service for updates and decisions on technical matters.

Management/Administrative

- Ensures the provision of updated guidelines and Manuals to all users of the system;
- Ensures that the Financial System is satisfying the accounting and reporting requirements of The Institute's internal management, the Ministry of Finance and the Public Service and the Auditor General;
- Participates in the development and implementation of new Operational System that end users will use to perform their duties;
- Co-ordinates the work flow of the various operational processes and resolve any obstacle affecting the smooth operation of the financial system;
- Ensures that consistent practices are used throughout the Unit so as to maintain the integrity of the system;
- Works with the IT Department to meet business requirements;

- Ensures that a system of trouble shooting is implemented to assist users in resolving problems;
- Monitors continuously the level of accuracy of data inputs and the quality of data outputs to ensure that the system is generating accurate, complete and reliable information;
- Performs other related functions assigned from time to time by the Senior Director of the Finance and Accounts Unit.

Required Knowledge, Skills, and Competencies

- Sound knowledge of Financial Management Information Systems
- Knowledge of Government Accounting and Commercial Accounting Procedures
- Basic knowledge of System and Database Administration
- Working knowledge of current computer system technology

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University **or**;
- ACCA level 2 **or**;
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- Three (3) years working experience

3. Accounts Payable Officer (FMG/AT 3)

Job Purpose

Reporting to the Senior Payable Officer the incumbent is to ensure that payments to suppliers and service providers are done in a timely manner and in compliance with the Government of Jamaica (GOJ) guidelines and regulations.

Key Responsibilities

- Prepares rental/contractual payments within the stipulated timeframe;
- Updates the Rental Register on a monthly basis;
- Prepares payment vouchers on the relevant accounting system;
- Ensures accuracy before submitting for payment; reverification of invoices
- Prepares monthly report;
- Prepares ad-hoc reports on request;
- Verifies all prepared Tax Certificates for all withholding taxes;
- Maintains an efficient filing system for all financial documents;
- Resolves invoice discrepancies by liaising with suppliers and internal customers;
- Verifies that invoices are certified for payments and that goods and services are satisfactorily rendered;
- Any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Knowledge of Government Accounting and Financial Management electronic system.
- Working knowledge of the Financial Administration and Audit Act.
- Good oral and written communication skills.
- Excellent planning and organizing skills
- Problem solving skills.
- Skill in operating a computerized accounting system.
- Work well in a team and on an individual basis.

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;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 &3.
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree or
- Successful completion of 3 three years of any of the Bachelor's Degree programmes mentioned above.
- Three (3) year experience in government accounting.

4. Secretary (OPS/SS 2) (Vacant)

Job Purpose

The incumbent is responsible for performing all administrative and secretarial duties required by the Division, in accordance with established standards and procedures.

Key Responsibilities

Technical/Professional

- Prepares case reports using Microsoft Office;
- Prepares certificates using File Maker;
- Accurately embossed completed cases using the embossed machine;
- Records dictation from the Director and reproduce, by Word Processing, all dictated notes;
- Types, by Word Processing, all manuscripts prepared by the Director;
- Drafts and verifies confidential correspondences, reports and other administrative documents prepared for the signature of the Director to ensure that they are accurate and complete and, where necessary, initiate corrective action;
- Conducts research and sources information;
- Screens telephone calls for the Director and other officers in their absence, records telephone messages and ensures that they are promptly delivered;
- Maintains an efficient filing system;
- Establishes and maintains a system of control for policy, classified and confidential documents;
- Controls and monitor all documents and files entering and leaving the Division;
- Schedules and co-ordinates meetings, special events, and/or other similar activities for the Division;
- Assists with the Maintenance of the Director's Diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on his/her behalf;
- Maintains up-to-date Report Files by:
 - Collating, filing and compile Progress Reports, Annual Report and Annual Performance Reports.
 - Distributes copies of these reports to the relevant persons.
- Circulates, or ensures the circulation of memoranda, circulars, magazines, and other documents within the Division;
- Performs other duties as may be assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Technical Competencies

- Advanced knowledge of computerized management and the relevant computer applications
- Planning and organizing skills
- Excellent knowledge of Records Management and Office Procedures
- Time management and organizational skills

Core Competencies

- Advanced word processing skills
- Excellent Interpersonal skills.
- Communicate effectively.
- Manage interpersonal communication & relationship
- Advanced time management and organizational skills

Minimum Required Qualification and Experience

- Four (4) CXC's or GCE's including English Language and a numeric subject
- Certificate in Administrative Management Level 1 (CAM 1) or equivalent
- Three (3) years related work experience

Applications accompanied by résumés should be submitted **no later than Monday, 17th July, 2023 to:**

**Director
Human Resource and Welfare Management and Administration
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmja.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**