



Office of the Services Commissions

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CIRCULAR No. 375 **OSC Ref. C.4515/S3²**

18th September, 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 **Court Administration Division, Supreme Court**:

1. **Final Accountant (FMG/AT 3) (Not Vacant) - Finance and Accounts Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Accounting Technician 2 (FMG/AT 2) (Vacant) - Parish Court - Hanover**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Final Accountant (FMG/AT 3)

Job Purpose

Under the direct supervision of the Final Accounts Manager, the incumbent is responsible for monitoring the accuracy and completeness of the accounting records generated by the Courts representing amounts deposited and disbursed and amounts held by the Courts on behalf of “clients” of the Courts.

Key Responsibilities

Technical/Professional:

- Verifies that amounts collected are lodged to the correct bank account (fines, affiliation, suitors, bail, costs, etc.);
- Verifies that all amounts paid out are correctly allocated;
- Verifies that accurate records exist for amounts held on account of suitors, affiliation and surety (bail) payments, and Accountant General for costs collected;
- Verifies that bank current accounts are reconciled each month and reconciling items promptly cleared;
- Verifies that bank charges are reimbursed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of government accounting principles and practices
- Sound knowledge of the FAA Act
- Excellent working knowledge of relevant computer application (FMIS)
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Ability to work in teams

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.

2. Accounting Technician 2 (FMG/AT 2)

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

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)

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications

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 Friday, 29th September, 2023 to:**

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

Email: hurma@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.

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

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