



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 479** **OSC Ref. C.4858<sup>46</sup>**

9<sup>th</sup> November, 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 post of **Accounting Technician 3 (FMG/AT 3) (Not Vacant) - Research and Development Division (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture and Fisheries**, salary range \$1,984,305 - \$2,668,670 per annum.

#### **Job Purpose**

Under the direct supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician 3 (FMG/AT 3) is responsible for monitoring Expenditure Control Statements systems for recurrent and deposit accounts within the approved Budget. The officer is also responsible for ensuring that compulsory statutory deductions are posted and prepared and the direct supervision of the Cashier Functions.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares and submits Monthly, Quarterly and Annual Reports;
- Contributes to the preparation of the Corporate and Operational Plans and Budget of the Unit;
- Maintains accounting files and records for easy retrieval.

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

- Certifies Commitment and Payment Vouchers;
- Ensures that filing of vouchers are carried out in accordance with Government guidelines;
- Checks and verifies payment of claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are paid;
- Checks paybills and task claims for accuracy before Salaries Officer inputs on Payroll System;
- Prepares Annual Returns for Tax Administration Jamaica;
- Checks and verifies bank lodgments;
- Checks Bank Reconciliation Statements;
- Checks AIA /Revenue Records/Statements to ensure all entries posted and accurate;
- Performs any other related duties as directed by the Professional Accountant.

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

##### ***Core:***

- Excellent oral and written communication skills
- Strong interpersonal skills
- Teamwork and co-operation
- Excellent problem-solving and decision-making skills
- Ability to use own initiative
- Strong planning and organizing skills
- Good analytical thinking skills
- Good customer relations skills
- Honesty
- Integrity
- Compliance

##### ***Technical:***

- Excellent knowledge of the Ministry's policies and procedures
- Proficiency in the relevant computer software applications
- Excellent knowledge of Government Accounting
- Sound knowledge of the Government of Jamaica Financial Administration and Audit Act (FAA)

**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 Wednesday, 22<sup>nd</sup> November, 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**