



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 459 **OSC Ref. C. 4858⁴⁶**

1st 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 fill the **vacant post of Cashier (FMG/CS 2) in the Mines and Geology 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 Accountant (FMG/PA 2), the Cashier (FMG/CS 2) is responsible for the accurate collection and documentation of the lodgement of public monies received, disbursing of cheques drawn on the Recurrent, Appropriation in Aid and Deposit Bank accounts and the maintenance of Petty Cash Imprest and Fuel Reconciliation and the issuance of Gas Cards.

Key Responsibilities

Technical/Professional:

- Collects funds, issues official receipts, records transactions on the FinMan System, Cash Books, and makes lodgements to bank accounts;
- Disburses cheques to Internal and External Payees;
- Maintains the Petty Cash Imprest;
- Prepares Monthly Revenue Statements for Royalty, Quarry Tax and other Mining fees;
- Prepares Revenue Collection Revenue;
- Prepares Purchase Orders for goods and services;
- Issues Fuel Cards, receives and attaches receipt for same on requisitions and records same;
- Inserts Expenditure Debits and Credit Journals for payments submitted to Head Office;
- Prepares Cheques in the absence of the Payment Officer;
- Prepares statements regarding each lodgement to the Accountant General's Department;
- Updates the Appropriation in Aid Account;
- Maintains all geological equipment/instruments such as cleaning and basic servicing and make recommendations for technician servicing, calibration, repairs and replacement;
- Supervises all Casual Labourers hired while conducting technical surveys for mineral resources;
- Collects all monies for Blasting Forms, Competence Certificates and Site inspections, issues receipts for same and lodges to deposit account;
- Issues letters to Water Resources Authority prepared re 50% payments of guard service bill;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer and quality focus skills
- Compliance
- Integrity

Technical:

- Use of technology (relevant computer applications)
- Records and information management skills
- Financial Management System (Fin Man) training
- Knowledge of Government Accounting Procedures and the Financial Administration and Audit (FAA) Act

Minimum Required Qualification and Experience

- Four (4) GCE “O’ Level subjects (Grades A-C), CXC (Grades 1-3), SSC (Ranges 4 or 5, or City and Guilds Level 3 passes including a numeric subject and English Language;
- Post-secondary Certificate in Accounting;
- In-service training courses in Government Accounting and Voucher preparation are assets;
- One (1) year experience in a similar area;
- The incumbent is also required to complete specific job-related courses at the Management Institute for National Development (MIND).

Specific Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Prolonged use of computer;
- Must be an appointed officer.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th November, 2023 to:**

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

Email: 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