



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 511 **OSC Ref. C. 6608⁹**

6th December, 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 Accounting Technician 3 (FMG/AT 3) in the National Gallery of Jamaica (NGJ), Institute of Jamaica**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

Under the direction of the Director of Finance and Administration, the Accounting Technician 3 (FMG/AT 3), is responsible for providing general accounting and financial reporting functions for the National Gallery of Jamaica (NGJ) and external stakeholders.

Key Responsibilities

Technical/Professional:

- Prepares the Annual Budget, periodic updates and reviews of expected annual outcomes;
- Predicts eventual deviations to budget and submitting proposals for corrective action;
- Prepares/submit Financial Statements/Reports, including income/expenditure statements regarding the Gift Shop, Auctions and Art fairs;
- Controls all bank balances;
- Maintains the Gallery's accounting/financial records (bank reconciliations, inventory and ledger balances);
- Authorizes payment vouchers/disbursements, and generally managing the work of the Accounts Department, in conformity with Ministry of Finance and the Public Service regulations/procedures and FAA Act;
- Ensures that financial records are in order for inspection (Audit);
- Establishes/maintains systems to ensure financial obligations (bills, salaries, statutory returns, etc) are effected on time;
- Assists with co-ordination and control of activities in the Department by verifying the accuracy of the general ledger, extracting trial balance from subsidiary books to main accounts;
- Manages funds accrued for fund raising activities;
- Accounts for all funds received on behalf of the Gallery (gifts, donations and grants);
- Oversees the stock availability.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes ;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the National Gallery and the Ministry;
- Oversees the operational accounting functions of accounting staff by planning, evaluating, organizing and establishing priorities and activities, ensuring that subordinates complete assignments on time;
- Responds to queries from internal/external sources including the Ministries of Finance and the Public Service and Youth, Sports and Culture, as well as other Government Ministries, Departments and Agencies.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Teamwork and co-operation;

- Good problem-solving and decision-making skills;
- Customer and quality focus.

Technical:

- A good grasp of generally accepted accounting principles/practices (IFRS-International Financial Reporting standards);
- Proficiency in the use of accounting software applications (e.g. Peachtree, ACCPAC, Turbo Pay etc), and generally be technology oriented;
- Proficiency in the use of Microsoft Office Suite;
- Familiarity with established Government financial regulations/ procedures (e.g. the Financial Administration and Audit Act and Procurement regulations);
- The ability to multi-task in a dynamic Organizational environment;
- The ability to manage external/internal relationships with various stakeholders (subordinates, supervisor, Executive Director, Ministry of Finance, Ministry of Youth, Sports and Culture and other Government Ministries, Departments and Agencies;
- Demonstrate sound ethical standards, with a strong correlation between values and behaviours to build trust/credibility.

Minimum Required Education 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.

Special Condition Associated with the Job:

- Required to work long hours on weekends when exhibitions are being mounted.

Applications accompanied by résumés should be submitted **no later Tuesday, 19th December, 2023 to:**

**Director
Human Resource Development and Management
Institute of Jamaica
10 -16 East Street Kingston**

Email: personnel@instituteofjamaica.org.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**