



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 30

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16th January, 2024

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 **Project Accountant (FMG/PA 3)** in the **Accountant General's Department (AGD)**, salary range \$4,594,306 – \$6,178,830 per annum.

Job Purpose

Under the supervision of the Director, Treasury Deposits, the Project Accountant provides accounting services for the preparation of backlogged Statements A and G for submission to Auditors. The incumbent will work:

- To prepare or assist in the preparation of Accounting Records, to include:
 - ✓ Cash Books
 - ✓ Bank Reconciliation Statements
 - ✓ Journal Entries
- To prepare Financial Statements
- To prepare Audit Schedules
- To respond to Audit Queries

Key Responsibilities

Technical:

- Provides a high level of accounting expertise;
- Serves as an Expert Technical Advisor and liaison with colleagues and the Project Steering Committee;
- Maintains positive working relationships with colleagues and Auditors;
- Develops and/or implements effective strategies for accomplishing targets;
- Networks actively to fulfil the objectives of the position;
- Undertakes research and analysis to obtain accounting information and other financial data;
- Prepares Progress Reports for presentation to supervisor;
- Maintains records;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Strategic Vision:** The ability to demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the Division in a consistent, effective and efficient manner
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the Codes of Conduct for employees and Codes of Professional Practice, and show consistency between established values and behaviours, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure
- Sound knowledge of accounting practices and applications
- Sound knowledge of how financial markets operate
- Comprehensive knowledge of investment strategies banking, and financial instruments
- General knowledge of International Public Sector Accounting Standards (IPSAS); GAAP, and/or other accounting standards
- Knowledge of Government Accounting, Public Treasury operations and the FAA Act
- Good working knowledge of Microsoft Excel and Word

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 of experience in Financial Statement preparation in a financial institution or in auditing Financial Statements of financial institutions;
- Ten (10) years overall work experience.

Special Condition Associated with the Job

- Pressured working conditions with critical deadlines.

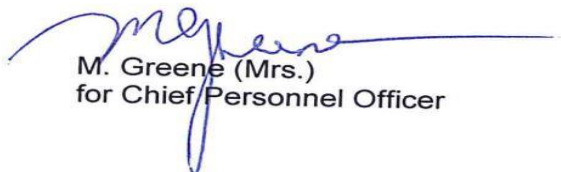
Applications accompanied by Résumés should be submitted **no later than Friday, 26th January, 2024 to:**

**Director
Human Resource Management and Development
Accountant General's Department
21 Dominica Drive
Kingston 5**

Email: careers@treasury.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.


M. Greene (Mrs.)
for Chief Personnel Officer