



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. 48 **OSC Ref. C. 5850¹⁵**

24th 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 following **vacant** posts in the **Finance Department, Rural Water Supply Limited (RWSL)**:

1. **Senior Financial Accountant (Level 13)**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Accounts Payables Clerk (Level 6)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Senior Financial Accountant (Level 13)

Job Purpose

The incumbent will assist in the general day-to-day operations of the Accounting Department in meeting its strategic objective. Ensures timely updates of financial information to facilitate the production of Financial Reports and Audits.

Key Responsibilities

- Assists the Finance Manager to achieve an efficient Accounting Department;
- Assists with the preparation of the Annual Budget;
- Assists in the preparation of Financial Statements;
- Prepares monthly Appropriation-In-Aid Report;
- Checks the Bank Reconciliations for all Accounts;
- Reconciles General Ledger and Sub-ledger Account;
- Updates the General Ledger daily to ensure that invoices, receipts, payments, purchase orders and journals are checked and posted;
- Prepares Monthly schedules of account balances;
- Checks and verifies client statements;
- Checks and verifies staff, board, and fortnightly payroll;
- Ensures GCT, Statutory Returns, Withholding Tax Certificate, Contractor's Levy are paid and filed monthly;
- Supervises the accounting clerks;
- Authorizes payments for contractors/suppliers;
- Verifies bid security for safe keeping;
- Maintains the company's Fixed Asset Register;
- Ensures adherence to Expenditure Budget;
- Liaises with suppliers /clients, MDA & other related stakeholders;
- Any other duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Good communication skills
- Good human relations skills
- Good time management skills
- Good customer relations skills

Technical/Functional:

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint and Database).
- Working Knowledge of Sage Accounting Software
- Smart Pay or similar Payroll Solutions
- Knowledge of International Accounting Standards

Minimum Required Qualification and Experience

- At least 5 years' experience working in an Accounting Department at a senior level.
 - B.Sc. in Business Administration
- OR**
- B.SC. Accounting /Management Studies
- OR**
- ACCA Level 2

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

2. Accounts Payables Clerk (Level 6)

Job Purpose

Ensuring that all supplier invoices are accounted for and properly filed after they have been paid. Under the general supervision of the Senior Financial Accountant the incumbent is responsible for the generation of payment details, the data entry of journal vouchers and the updating of job cost records.

Key Responsibilities

- Enters data on accounting system of all approved invoices (Purchase of Goods & Services and Traveling Claims etc.);
- Generates Payment Vouchers;
- Ensures accuracy before submitting for payment;
- Prepares ad-hoc reports on request;
- Verifies that invoices are certified for payments and that goods and services are satisfactorily rendered;
- Records entries of payment on the Accounting System;
- Uploads payments to contractors, suppliers or staff to their respective account on the E-Banking platform(s);
- Draws cheques;
- Disburse and reconcile petty cash;
- Maintains the cheque disbursement register for all bank account;
- Conducts research and provides historical expenditure information;
- Prepares GCT, Withholding Tax and Contractors Levy Certificates using the TAJ Electronic Platform;
- Files payment vouchers, journals, cheque duplicate and supplier's information ;
- Maintains complete and up-to-date files and records on Projects;
- Any other duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Integrity
- Good interpersonal and human relations skills
- Good time management skills
- Good customer relations skills

Technical/Functional:

- Knowledge of Microsoft Word, Microsoft Excel
- Knowledge of the FAA Act & Public Bodies Management and Accountability Act

Minimum Required Qualification and Experience

- AAT Level 2
 - Two (2) years' experience in Government Accounting
- OR**
- ACCA Cat Level 2
 - Two (2) years' experience in Government Accounting
- OR**

- Associates Degree in Business Administration/Business Studies or related studies
- Diploma in Accounting/Certificate (Upper Secondary) with courses in Accounting
- Two (2) years' experience in Government Accounting

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

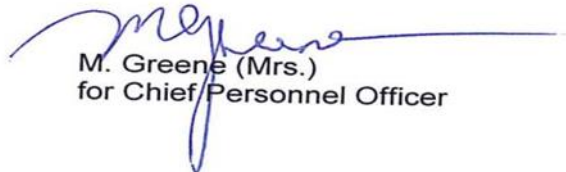
Applications accompanied by résumés should be submitted **no later than Tuesday, 6th February 2024 to:**

**Manager Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: info@rwsj.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