



CIRCULAR No.96
OSC Ref. C.4858⁴⁷

20th February, 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 and Accounts Division, Hope Gardens Kingston, Ministry of Agriculture, Fisheries and Mining**:

1. **Manager, Accounts Payable (FMG/PA 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Accounting Clerk (FMG/AC 2)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Manager, Accounts Payable (FMG/PA 3)

Job Purpose

Under the direct supervision of the Director, Accounts Payables and Payroll (FMG/PA 4), the Manager, Accounts Payables (FMG/PA 3) is responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate. The incumbent is also responsible for the supervision of the Accounts Payable Unit ensuring that the Unit's objectives are achieved.

Key Responsibilities

Management/Administrative:

- Directs maintenance of record of all cyclical payments as well as all routine or on-going contractual obligations. (eg. utilities, janitorial services, security services, consultancy services, travel claims, etc.);
- Monitors to ensure that invoices, bills etc are received for all known cyclical and on-going contractual obligations and that these are booked in accounts payable;
- Ascertains, measures and issues directive to account for prepaid and accrued expenses;
- Ensures there is a smooth flow of vouchers from the Checking Unit to the Payment Unit and that there are no unnecessary delays in the processing of payments;
- Liaises with the Director, Management Accounts and Program Managers regarding any new service or acquisition of any goods, stores or assets, which has or will give rise to a liability on the part of the Ministry;
- Provides support to the Financial Analyst in monitoring outstation offices;
- Convenes unit meetings;
- Analyses payment request in the context of its authenticity, cash flow and budgetary provision and where satisfactory submit same to Checking Unit Supervisor for detailed checking;
- Assists in ensuring that members of staff in the unit are aware of and adhere to the Accounting and Financial Procedures of GOJ.

Technical/Professional:

- Facilitates the training and guidance to officers in the correct procedures for thoroughly checking bills, claims, vouchers etc. both at head office and outstation units;
- Rechecks in detail a sample of vouchers, claims checked and passed for payment;
- Ensures that all payments are correctly classified according to fixed asset, stock, expenses, advances and settlement of liability;
- Examines all incoming files, correspondence, claims, vouchers submitted to the Unit, and assigned to the Checking Supervisor for detail checking along with any note for their guidance;
- Monitors the work rate and workload of officers in the Unit ensuring that there is an even flow and the absence of bottle necks in the processing of payments;
- Assists and guides officers in the Unit on technical issues or in resolving problems encountered;
- Authorizes all vouchers and transaction relating to the payables and collection functions.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective action where necessary to improve performance and/or attainment of established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends promotion and leave in accordance with established human resources policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Establishes and maintains a system that fosters a culture of teamwork, employee's empowerment and commitment to the Division's organizational goal;
- Performs any other related duties that is assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Excellent time management skills
- Excellent customer and quality focus skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act and related legislations.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in the use of spreadsheets and other computerized systems
- Able to prepare and analyze financial statements/reports

Minimum Required Qualification and Experience

- Bachelors' Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with at least five (5) years relevant experience
OR
- ACCA Level 2 with at five (5) years relevant experience;
OR
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND with eight (8) years relevant experience.
- Experience in Government financial accounts and ledger maintenance will be an asset.

Special Condition Associated with the Job

- Typical working environment.

2. Accounting Clerk (FMG/AC 2)

Job Purpose

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Accounting Clerk (FMG/AC 2), is responsible for:

- Preparing and inserting payment vouchers;
- Completing, collating, filing and dispatching payment vouchers;
- Assisting in maintenance of memorandum registers, cash books and updating of outstanding bills register.

Key Responsibilities

Management/Administrative:

- Assists with maintenance of strict control over the access by persons to the Payments Section;
- Participates actively in the annual Board of Survey;
- Assists in research for and retrieval of documents to facilitate audits and other needs;
- Assists in advising payees on the status of payments.

Technical/Professional:

- Prepares and insert payment vouchers;
- Assists in maintaining memorandum registers;
- Completes, collates, files and dispatches payment vouchers;
- Inserts voucher on Tracking System to generate outstanding payments and paid reports;
- Examines paid vouchers to ensure completion in accordance with regulations before dispatch;
- Ensures that printed cheques are accurate and issued to cashier in a timely manner and the listing signed and filed;
- Examines cheques and/or batch report reference number with vouchers to ensure accuracy of payment details and disbursement;
- Ensures all paid vouchers are stamped 'PAID';
- Prepares outstanding payment reports for each Head of Estimate;
- Contacts departments to provide relevant details to complete voucher;
- Prepares ad hoc/ type specific reports;
- Performs any other duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good interpersonal skills
- Ability to work in teams
- Ability to work on own initiative

Functional/Technical:

- Basic knowledge of the FAA Act and other associated legislation
- Knowledge of GOJ and Ministry's Policies and Procedures.
- Knowledge of relevant/ applicable computerized accounting systems.
- Ability to use Microsoft Office applications viz Word, Excel, Outlook
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, 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, and In-Service training courses in Government Accounting are assets.

Special Conditions Associated with the Job

- Typical working conditions

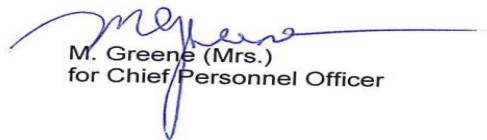
Applications accompanied by résumés should be submitted **no later than Monday 4th March, 2024 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer