



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 223
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29th May, 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 **Accounting Technician (FMG/AT 3)** in the **Westmoreland Parish Court, Court Administration Division, Supreme Court**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the supervision of the Court Accountant, the Accounting Technician will provide technical support in the day-to-day operations in the Parish/Family/Traffic Court. The Officer will aid in the processing of payments concerning the Warrants of Distringas and Capias (D&C) and the Bail Refund procedures.

Key Responsibilities

Technical/Professional:

- Processes and reconciles payments concerning Warrants of Distringas and Capias to facilitate Station and Court Bail procedures/protocols;
- Processes and reconciles high transaction accounts with strict procedures and systems around the receipt and payment of monies to claimants under the maintenance/family accounts and generates required reports monthly;
- Processes Bail Refund documentation/correspondence to facilitate reimbursement of bail funds, once legal matters have been disposed of, in keeping with any other judicial approvals;
- Processes payment documentation, such as invoices, journal vouchers, employee reimbursements and statements for upload and/or dispatch to the Finance and Accounts Branch;
- Maintains and disburses Petty Cash, Maintenance and Stamp Imprests, making authorized payments and obtaining cash reimbursements, when necessary, in accordance with established procedures;
- Enters, updates and/or retrieves accounting data from applicable accounting systems;
- Determines Court accounting content and assembles data from applicable accounting systems;
- Pre-audits, verifies and processes employee expense claims, reviewing rule for employees' compliance, before uploading and/or dispatching to the Finance and Accounts Branch;
- Assists in the timely closing of monthly accounts by ensuring Cash Management, Accounts Payable (concerning specialized Court accounts) and General Ledgers are up to date;
- Responds to and/or escalates Court accounting queries regarding data from court staff and the general public;
- Prepares Bank Reconciliations for assigned accounts and conducts analysis of General Ledger accounts manually and on applicable Court Accounting Systems;
- Deputizes in the certification and validation processes concerning the collections/cashiering functions;
- Provides coaching and peer reviewing function to Cashier as required;
- Uses computer applications or other automated systems such as Spreadsheets, Word Processing, Calendar, Email and Database Software in performing work assignments;
- Keeps current with the latest tools/techniques in Public Financial Management and Reporting, to determine what new solutions and implementations will meet Judiciary's business/operational requirements.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;

- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Knowledge of Financial and Accounting Principles and Practices – collections and safe custody of funds
- Knowledge of the preparation of Financial Statements and Reports
- Knowledge of Audit Principles and Techniques
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions), Public Expenditure Policy and Public Finance Management Reforms
- Knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Knowledge of GOJ's ICT Finance and Accounting systems
- A high level of initiative and self-motivation
- Demonstrated negotiation skills
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and projects

Minimum Required Qualification 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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Asc. 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 Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Will be required to travel locally to attend conferences, seminars, meetings and visit outstations.

Applications accompanied by résumés should be submitted **no later than Tuesday, 11th June, 2024 to:**

Senior Director
Human Resource Management and Administration
8th Floor, The Towers
25 Dominica Drive
New Kingston
Kingston 5

Email: lataya.willis@cad.gov.jm

Please note that only short-listed 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