



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 217** **OSC Ref. C. 6544<sup>4</sup>**

**28<sup>th</sup> 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 be assigned to the post of **Accounts Payable and Payroll Manager (FMG/PA 1) - (Not Vacant)** in the **Houses of Parliament**, salary range \$3,501,526 - \$4,709,163 per annum.

### **Job Purpose**

Under the direct supervision of the Principal Finance Officer, the incumbent is responsible for the following:

- ✓ Proper checking, posting and payment of all accounts payables which are properly authorised and valid within specified time period;
- ✓ Verifying the accuracy of payment vouchers in compliance with the Government of Jamaica financial requirements;
- ✓ Proper supervision of the direct reports ensuring that the Branch's objectives are achieved and regulations are adhered;
- ✓ The management of the overall procedures in respect of all accounts receivables and accounts payables and cheque disbursement by ensuring:
  - The proper systems of internal control exist and are being adhered to;
  - That Financial Administration and Audit Act (FAA Act), its Regulations and Instructions are complied with;
  - That the service to both the Department's internal and external clients are performed effectively, efficiently and economically.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Ensures that the checking of pay sheets, statutory and non-statutory deductions, vouchers and salary payment vouchers are correctly completed;
- Prepares salary adjustments for staff members attached to the Houses of Parliament and paid by the Accountant General's Department, and submits in a timely manner for payment of monthly salaries and allowances;
- Conducts tests to ensure that all accounts payables and accounts receivables are being accurately captured and brought to account within the period specified;
- Ensures that advances and overpayments of salaries are promptly recovered;
- Maintains records of all payments, as well as all routine or ongoing contractual obligations for example utilities, janitorial services and travel claims, etc.;
- Conducts detailed checks of vouchers and claims and submits to the Accounts Payable Officer for processing;
- Determines the priority of invoices/suppliers to be paid in consultation with the Principal Finance Officer;
- Examines all incoming files, correspondence, claims and vouchers submitted to the Unit and assigned to the Accounts Payable Officer for detailed checking along with any relevant information for guidance;
- Monitors the work of the Accounts Payable Officer, ensuring that claims and vouchers are assigned for checking and are processed within a reasonable time;
- Prepares and submits periodic reports to the Principal Finance Officer on the performance of the Branch or any specific issue or problem;
- Checks and certifies payments in accordance with the FAA Act, its Regulations and its Instructions and also the accurate computation and payment of salaries;
- Ensures that there is an adequate system for accurate computation and payment of salaries;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Ensures that an effective and proper system is in place for providing accounts that are fair and impartial and in accordance with the accounting standards and guidelines;
- Ensures that all monies collected are lodged to the relevant bank accounts;
- Ensures the maintenance of the Parliament's Petty Cash and Imprest Cash Book.

**Management/Administrative:**

- Participates in the development of the Branch's Budget, Strategic and Operational Plans;
- Supervises, checks and summarizes the Petty Cash records;
- Provides guidance to cashier in carrying out duties of maintaining accurate Petty Cash receipts, good cash management and timely update of Petty Cash Vouchers and Cash Book and checks bank lodgments;
- Trains and guide Officers in procedures for thorough checking of bills, claims and vouchers;
- Assists with the preparation of the Budget and supplementary estimates of the Houses of Parliament.

**Human Resource:**

- Manages the performance of the Accounts Payable and Payroll Branch and its staff including transferring skills, motivating staff, setting performance targets, monitoring and evaluating staff performance and providing feedback;
- Recommends staff members for training;
- Participates in the recruitment of staff for the Branch and recommends promotion, transfers and leave in accordance with the Human Resource Management and Development Branch;
- Manages staff through coaching and mentoring;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and organisation's goals;
- Performs any other related functions assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Good problem-solving skills;
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and its Instructions;
- Good time management skills;
- Excellent leadership skills;
- Excellent planning and organizing skills;
- Excellent oral and written communication skills;
- Excellent knowledge of financial management and accounting principles and practices;
- Comprehensive knowledge of the Government Central Treasury Management System;
- Good interpersonal skills;
- Excellent team building skills;
- Must be able to work under pressure and meet deadlines;
- Ability to work on own initiative;
- Excellent analytical and judgment skills;
- Proficiency in the use of relevant computer applications.

**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**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

Applications accompanied by résumés should be submitted **no later than Monday, 10<sup>th</sup> June, 2024 to:**

**Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston**

Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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