



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 254

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21st June, 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 **Accounting Clerk (FMG/AC 2) – (Not Vacant)** during the period **August 2, 2024 to September 30, 2024** in the **Department of Co-operatives and Friendly Societies (Musgrave Avenue), Ministry of Industry, Investment and Commerce**, salary range \$1,439,455 - \$1,935,907 per annum.

Job Purpose

Under the direct supervision of the Human Resource and Administration Manager (GMG/SEG 1), the Accounting Clerk provides all administrative accounting support (that includes Industrial and Provident, Friendly/Benevolent, Co-operative Societies and Charities entities) by ensuring that all accounting procedures are followed that all accounting duties are accurately done according to the standards of the FAA Act, for the efficient and effective operation of the Department.

Key Responsibilities

Management/Administrative:

- Prepares and submits to the Ministry/Registrar Monthly, Quarterly and Annual Budgets and Reports;
- Dispatches salary slips and travelling cheques to staff upon receipt;
- Issues fortnightly salaries to staff of the Department;
- Updates and maintains travelling records;
- Prepares and dispatches letters to suppliers;
- Re-orders stock of stationery/goods from approved suppliers;
- Distributes stationery to staff;
- Adheres to GOJ procurement guidelines;
- Liaises with Registrar and the Human Resource and Administration Manager in the preparation of cash flow statements.

Technical/Professional:

- Prepares and submits to the Ministry, authorized vouchers for payment and quarterly statement of expenditures.;
- Prepares and submits monthly Budget and Cash Flow to the Ministry;
- Updates and maintains Books of Accounts Ledgers, Cashbooks, Registers and lodgment books;
- Prepares and submits to the Ministry quarterly statement of expenditures;
- Maintains and updates registers of receipt books, invoice order books, cheque books, utility books and travelling claims;
- Maintains the ledger of the Co-operative and Friendly Societies accounts for audit fees and keeps the control account;
- Draws receipts for cash received by the Department and posts same to cash book;
- Prepares and effects bank lodgments to the Government's non-tax revenue account and for the Audit and Supervision Fund and Child Month Fund;
- Prepares and dispatches Cash Flow statements upon consultation with relevant persons;
- Prepares Bank Reconciliation Statements;
- Prepares and dispatches cheques and letters to suppliers upon receipt;
- Prepares and dispatches invoices and procurement documents;
- Ensures safekeeping of Imprest and cash received by the Department as Revenue and for the Audit and Supervision Fund;
- Verifies application forms received;
- Updates and maintains Payment Voucher files and travelling records;
- Ensures that proper accounting records are kept;
- Purchases stock and stationery and distributes stationery to staff upon request;
- Maintains stationery Ledger re-order when agreed minimum level is achieved;
- Calculates and collects amounts owing by staff for personal telephone calls on eight (8) lines on a monthly basis;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good planning and organizing skills;
- Good interpersonal skills;
- Integrity;
- Teamwork and co-operation;
- Goal results oriented;
- Compliance;
- Good customer and quality focus skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Use of technology;
- Ability to use own initiative.

Technical:

- Excellent knowledge of Microsoft Excel and Word;
- Excellent bookkeeping and clerical knowledge;
- Excellent knowledge of accounting;
- Knowledge of the Government policies and procedures;
- Good knowledge of the FAA Act;
- Knowledge of GOJ Procurement Guidelines.

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency, 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 course in Government Accounting are assets.

Special Conditions Associate with the Job

- Maybe required to work long hours (nights, weekends, and public holidays);
- Unfavourable working conditions at times;
- Exposure to client's unpredictable behaviours;
- Ability to attend meetings, seminars and related events outside of work area that may require overnight accommodation (at DCFS' expense).

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

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.



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

