



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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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 following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Bank Reconciliation Officer (FMG/AT 3)** during the period **July 1, 2024 to September 3, 2024 - Finance and Accounts Division**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Accounting Technician (FMG/AT 3) (Not Vacant) - Veterinary Services Division, Hope Gardens, Kingston**, salary range \$2,190,302 – \$2,945,712 per annum.

1. Senior Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts and Reporting Branch (FMG/PA 3), the Senior Bank Reconciliation Officer (FMG/AT 3), is responsible for the management and control of activities on the bank accounts of the Ministry.

Key Responsibilities

Technical/Professional:

- Maintains the accounting and financial records of the Ministry;
- Participates in the preparation and maintenance of the operational and procedural manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting response to Audit Queries;
- Collects, compares and posts all bank statements for the Recurrent, Capital A, Capital B and Deposit Accounts to the FinMan;
- Prepares and posts all journal vouchers for bank charges, stamp duty and tax and adjustments to Bank Reconciliation;
- Prepares Bank Reconciliation;
- Reconciles and investigates discrepancies on the statements and communicates to the Supervisor;
- Ensures that all AIA receipts are posted to the FINMAN;
- Assists with the printing of cheques from the FINMAN;
- Prepares expenditure summary in respect of all Heads of the Ministry for submission to the Accountant General's Department;
- Prepares Journal Vouchers for the clearing of advances;
- Performs any other related duties that may be assigned from time to time by the Director, Final Accounts and Reporting Branch or the Principal Finance Officer.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Ability to work in teams;
- Good interpersonal skills;
- Ability to work on own initiative;
- Good customer relations skills;
- Good problem-solving and analytical skills;
- Good time management skills.

Technical:

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins;
- Good knowledge of the Government Accounting;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Proficiency in the relevant/ applicable computerized Accounting System;
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook);
- Knowledge of Final Accounts functions;
- Able to prepare financial statements;

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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.

2. Accounting Technician (FMG/AT 3)**Job Purpose**

Under the direct supervision of the Director, Veterinary Services Division (HPC/VO 3), the Accounting Technician is responsible for managing all the accounting functions of the Division and ensures that they are in conformity with the FAA Act and within the budgetary allocation.

Key Responsibilities***Management/Administrative:***

- Provides advice/guidance to the Director and other Managers on the financial status of the Division;
- Prepares the Division's annual budget and financial statement;
- Represents the Division at meetings, workshops and conferences;
- Participates in the preparation of the Divisions Operational Plan.

Technical/Professional:

- Prepares the Divisions' annual Estimates of Expenditure and Cash Flow Statement;
- Provides explanation/justification for any variation of expenditure on the Division's budgetary allocation in the Appropriation Accounts;
- Certifies all payments vouchers inclusive of board fees, procurement of good and services, stipend for trainees, clinical partners and co-ordinators on the Veterinary Division;
- Responds to Audit Queries through the Division's Director;
- Manages the Division's Petty Imprest;
- Prepares annual estimates of Non-Tax Revenue Collection statements;
- Prepares quarterly Non-Tax Revenue Collection Statements;
- Dispatches invoices to clients for payment of Laboratory Services;
- Prepares and issues reminders to delinquent customers;
- Supervises and monitors the collection of fees at the two International Airports and Bodles Research Station (AI Unit);
- Monitors and ensures that receipts issued by Officers at the two International Airports and Bodles Research Station AI Unit are in keeping with the FAA Act;
- Monitors/supervises collection done by Veterinary Officers in outstations in Westmoreland, St. James, St Elizabeth, St. Catherine;
- Verifies the correctness of transportation and subsistence forms and submits the forms to Head Office for payment;
- Liaises with accountants at Head Office regarding payments for the Veterinary Division;

- Prepares and submits reimbursement claims for payment;
- Facilitates proper cash management and expenditure control for the Division on the Capital A and Recurrent Expenditure budget;
- Provides information on the discharge of commitments and current cash position;
- Ensures that transport and subsistence claims are submitted to Head Office and are paid on time;
- Submits overtime sheets and pays bill for daily paid employees to the Salaries Section;
- Collects salary cheques and distributes them on time;
- Prepares monthly bills for clients regarding the issuing of Import Permits and Health Certificates;
- Supervises the accounting functions of the MOA Trade System;
- Prepares monthly Cost Recovery Reports;
- Verifies and certifies weekly and monthly collections reports;
- Prepares annual Financial Statements and submits to the Auditor General's Department for audit review (Jamaica Veterinary Board);
- Prepares monthly Financial Statements (JVB);
- Prepares monthly Bank Reconciliation Statements (JVB);
- Maintains proper accounting records (JVB).

Human Resources:

- Monitors and evaluates the performance of direct report, prepares performance appraisal and recommends and/or initiates corrective action, where necessary, to improve performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizational goals.
- Performs any other duties that may be assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good people management skills;
- Strong leadership skills;
- Strong interpersonal skills;
- Ability to work in teams;
- Good customer and quality focus skills;
- Honesty;
- Integrity;
- Good problem-solving and decision-making skills;
- Good analytical skills.

Technical:

- Sound knowledge of Government Accounting practices and procedures;
- Good applicable knowledge of Accounting Acts and Regulations;
- Good knowledge of the Ministry's/Government's policies and procedures;
- Proficiency in the use of Accounting 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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
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- 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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 9th July, 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer