



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 389 **OSC Ref. C. 6555¹⁸**

27th September, 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 1) in the Food Storage and Prevention of Infestation Division (FSPID), Ministry of Industry Investment and Commerce**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the direction of the Accounting Technician 3, the incumbent will provide support to the operations of the Division, by ensuring that all matters relating to salaries and staff benefits are dealt with promptly; customers are updated on the status of their payments, and all accounting records are maintained according to financial procedures and regulations.

Key Responsibilities

- Functions as a cashier;
- Maintains Petty Cash Imprest;
- Checks and verifies all travel, subsistence and overtime claims for payment;
- Assists with dealing with discrepancies in relation to staff benefits/payments;
- Prepares receipts in regard to payments received and mails receipts to customers for those received by mail;
- Submits lodgement to Head Office;
- Prepares payment vouchers for goods and services provided for the operation of the Division;
- Maintains records of accounts relating to above duties;
- Submits salary deductions and stop order requests from employees to Head Office/Payroll Unit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Computer Literate
- Good knowledge of financial guidelines and regulations
- Good knowledge of financial records to be maintained
- Ability to communicate with staff members, clients and suppliers adequately or satisfactorily

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting Level 1; **or**
- Completion of first year in B.Sc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of A.Sc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 10th October, 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**