



## Office of the Services Commissions

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### **CIRCULAR No. 343** **OSC Ref. C. 5526<sup>2</sup>**

**5<sup>th</sup> 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 **Accounts Payable Officer (FMG/AT 2)** in the **Finance & Accounts Unit, Department of Government Chemist**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **Job Purpose**

Under the supervision of the Director, Finance and Accounts, the Accounts Payable Officer is responsible for preparing all Commitments and Payments as well as performing cashiering duties.

#### **Key Responsibilities**

- Prepares Utility Report for submission to MoFPS;
- Prepares GCT Withheld from Suppliers' Report for submission to MoFPS;
- Prepares Commitments and Payments;
- Prepares Journal Vouchers;
- Maintains files for all Commitments and Payment Vouchers;
- Performs cashiering duties;
- Performs any other duties assigned from time to time.

#### **Required Knowledge, Skills, and Competencies**

- Working knowledge of the GoJ Accounting Principles, Guidelines and Law
- Working knowledge of the GoJ Public Procurement Guidelines and Act, 2015
- Knowledge of Government Financial Management System (GFMS) Software
- Good oral and written communication skills
- Good interpersonal skills
- Good organizing skills

#### **Minimum Required Qualification and Experience**

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

#### **Special Conditions Associated with the Job**

- Required to cope well under pressure and meet deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 18<sup>th</sup> September, 2024 to:**

Manager, Human Resources and Administration  
Department of Government Chemist  
Hope Complex  
Hope Gardens  
Kingston 6

Email: [government.chemist@moh.gov.jm](mailto:government.chemist@moh.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