



## Office of the Services Commissions

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### **CIRCULAR No. 375** **OSC Ref. C.5849/S15<sup>5</sup>**

**24<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 following **vacant posts in the Court Administration Division (CAD)**:

- 1. Court Accountant (FMG/PA 1) - Chapelton Family Court, Clarendon Parish Court, Manchester Family Court and Trelawny Parish/Family Court**, salary range \$3,501,526 - \$4,709,163 per annum.
- 2. Accounting Technician (FMG/AT 3) - Manchester Family Court, Chapelton Family Court, Trelawny Parish/Family Court and Hanover Parish Court**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Court Accountant (FMG/PA 1)**

##### **Job Purpose**

Under the leadership and direction of the Court Operations Manager and oversight from the Court Accounts Section, the Court Accountant is primarily responsible for managing the financial management processes and systems concerning collection of judicial fines and related accounting provision, such as the operation of specialized accounts including the Suitors, Maintenance/Family, etc. in the local Court system. Additionally, the Court Accountant also provides budgeting advice, analysis and meaningful reports on the financial position of an assigned Parish/Family/Traffic or any other specialized Court to assist in strategic plans and make informed decisions that support the operations of the Finance and Accounts Branch.

##### **Key Responsibilities**

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

- Manages the financial, budget operations and coordination across the Parish/Family/Traffic Court to meet statutory requirements and the directives of the Judiciary and Ministry of Finance and the Public Service (MoFPS);
- Manages the full cash management function for a range of accounts at the local Parish/Family/Traffic or any other specialized Court, for example: Fines, bail, miscellaneous revenue, maintenance/family, suitors and Petty Cash etc.;
- Manages high transaction accounts with strict procedures and systems around the receipt and payment of monies to claimants under the maintenance/family accounts and generates required reports monthly;
- Undertakes certification and validation exercise for Court cashiering functions and activities occurring on the Point-of-Sale machines, in accordance with established Government accounting policies and guidelines;

###### ***Management/Administrative:***

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Court Operations Manager, Director, Court Accounts, Senior Executives and other relevant stakeholders;
- Represents PFO at meetings, conferences, workshops and seminars.

###### ***Human Resource:***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics and integrity;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of Financial and Accounting Principles and Practices – collections and safe custody of funds;
- Knowledge of the preparation of Financial Statements and Reports;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of, and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance and Accounting systems;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects;
- Good oral and written communication skills;
- Ability to work in teams.

### **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.

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

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Will be required to travel locally to attend conferences, seminars, meetings and visit outstations.

## **2. Accounting Technician (FMG/AT 3)**

### **Job Purpose**

Under the supervision of the Court Accountant, the Accounting Technician will provide technical support in the day-to-day operations in the Family Court. The Officer will aid the processing of payments concerning the warrants of Distringas and Capias (D&C) and the Bail Refund procedures.

### **Key Responsibilities**

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

- Processes and reconciles payments concerning Warrants of Distringas and Capias to facilitate station and court bail procedures/protocols;
- Processes and reconciles high transaction accounts with strict procedures and systems around the receipt and payment of monies to claimants, under the maintenance/family accounts and generates required reports monthly;
- Processes Bail Refund documentation/correspondence to facilitate reimbursement of bail funds, once legal matters have been disposed of in keeping with any other judicial approvals;
- Processes payment documentation such as invoices, journal vouchers, employee reimbursements and statements for upload to the applicable system and/or dispatch to the Finance and Accounts Branch;
- Maintains and disburses Petty Cash, Maintenance and Stamp Imprests, making authorized payments and obtains cash reimbursements, when necessary, in accordance with established procedures.

#### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment with the overall plan for the Section;

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Knowledge of Financial and Accounting Principles and Practices, collections and safe custody of funds;
- Knowledge of the preparation of financial statements and Reports;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance and Accounting systems;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

**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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting from MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Will be required to travel locally to attend conferences, seminars, meetings and visit outstations.

Applications accompanied by résumés should be submitted **no later than Monday, 7<sup>th</sup> October, 2024 to:**

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
Public Building West  
King Street  
Kingston**

**Email:** [hrma@cad.gov.jm](mailto:hrma@cad.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**