



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 466 **OSC Ref. C. 6544⁴**

25th November, 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 **Accounts Payable and Payroll Manager (FMG/PA 1) - (Not Vacant)** in the **Houses of Parliament**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the direct supervision of the Principal Finance Officer, the incumbent is responsible for the following:

- ✓ Proper checking, posting and payment of all accounts payables which are properly authorised and valid within specified time period;
- ✓ Verifying the accuracy of payment vouchers in compliance with the Government of Jamaica financial requirements;
- ✓ Proper supervision of the direct reports ensuring that the Branch's objectives are achieved and regulations are adhered;
- ✓ The management of the overall procedures in respect of all accounts receivables and accounts payables and cheque disbursement by ensuring:
 - The proper systems of internal control exist and are being adhered to;
 - That Financial Administration and Audit Act (FAA Act), its Regulations and Instructions are complied with;
 - That the service to both the Department's internal and external clients are performed effectively, efficiently and economically.

Key Responsibilities

Technical/Professional:

- Ensures that the checking of pay sheets, statutory and non-statutory deductions, vouchers and salary payment vouchers are correctly completed;
- Prepares salary adjustments for staff members attached to the Houses of Parliament and paid by the Accountant General's Department, and submits in a timely manner for payment of monthly salaries and allowances;
- Conducts tests to ensure that all accounts payables and accounts receivables are being accurately captured and brought to account within the period specified;
- Ensures that advances and overpayments of salaries are promptly recovered;
- Maintains records of all payments, as well as all routine or ongoing contractual obligations, for example, utilities, janitorial services and travel claims, etc.;
- Conducts detailed checks of vouchers and claims and submits to the Accounts Payable Officer for processing;
- Determines the priority of invoices/suppliers to be paid in consultation with the Principal Finance Officer;
- Examines all incoming files, correspondence, claims and vouchers submitted to the Unit and assigned to the Accounts Payable Officer for detailed checking, along with any relevant information for guidance;
- Monitors the work of the Accounts Payable Officer, ensuring that claims and vouchers are assigned for checking and are processed within a reasonable time;
- Prepares and submits periodic reports to the Principal Finance Officer on the performance of the Branch or any specific issue or problem;
- Checks and certifies payments in accordance with the FAA Act, its Regulations and its Instructions, and also the accurate computation and payment of salaries;
- Ensures that there is an adequate system for accurate computation and payment of salaries;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Ensures that an effective and proper system is in place for providing accounts that are fair and impartial, and in accordance with the accounting standards and guidelines;
- Ensures that all monies collected are lodged to the relevant bank accounts;
- Ensures the maintenance of the Parliament's Petty Cash and Imprest Cash Book.

Management/Administrative:

- Participates in the development of the Branch's Budget, Strategic and Operational Plans;
- Supervises, checks and summarizes the Petty Cash records;
- Provides guidance to cashier in carrying out duties of maintaining accurate Petty Cash receipts, good cash management, timely update of Petty Cash Vouchers and Cash Book, and checks bank lodgments;
- Trains and guides Officers in procedures for thorough checking of bills, claims and vouchers;
- Assists with the preparation of the Budget and supplementary estimates of the Houses of Parliament.

Human Resource:

- Manages the performance of the Accounts Payable and Payroll Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring and evaluating staff performance and providing feedback;
- Recommends staff members for training;
- Participates in the recruitment of staff for the Branch and recommends promotion, transfers and leave in accordance with the Human Resource Management and Development Branch;
- Manages staff through coaching and mentoring;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and organisation's goals;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Good problem-solving skills;
- Comprehensive knowledge of the Financial Administration and Audit (FAA) Act, its Regulations and its Instructions;
- Good time management skills;
- Excellent leadership skills;
- Excellent planning and organizing skills;
- Excellent oral and written communication skills;
- Excellent knowledge of financial management and accounting principles and practices;
- Comprehensive knowledge of the Government Central Treasury Management System;
- Good interpersonal skills;
- Excellent team building skills;
- Must be able to work under pressure and meet deadlines;
- Ability to work on own initiative;
- Excellent analytical and judgment skills;
- Proficiency in the use of relevant 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**
- 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;

Applications accompanied by résumés should be submitted **no later than Friday, 6th December, 2024 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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**