



## Office of the Services Commissions

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### **CIRCULAR No. 495** **OSC Ref. C. 6608<sup>9</sup>**

9<sup>th</sup> December, 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 Clerk (FMG/AC 2)** in the **Finance & Accounts Department, Institute of Jamaica**, salary range \$1,439,455 - \$1,935,907 per annum.

#### **Job Purpose**

Reporting to the Accounting Technician (FMG/AT 3), the incumbent contributes to the efficient and orderly operations of the Finance & Accounts Department by assisting in the preparation of staff related payments and the maintenance of a filing system

#### **Key Responsibilities**

##### ***Managerial/ Administrative***

- Assists in the maintenance of a filing system for financial documents.

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

- Prepares cheques and payment vouchers for salaries, statutory and non-statutory deductions;
- Prepares and verifies the accuracy of statutory and non-statutory deductions before cheques are typed;
- Prepares Capital Gain Tax Refund applications;
- Computes and prepares staff payment of Upkeep, Taxi, Refreshment, Subsistence and Supper Allowances;
- Types staff payments cheques, including monthly and fortnightly salaries and allowances
- Conducts research on queries both internal and external;
- Maintains filed copies of documents relating to Upkeep Allowance i.e. Fitness, Registration etc.;
- Facilitates Sangster's Back to School Book programme by collecting staff book list and delivering to the book store, reconciling books received, distributing to staff, preparing schedule for recovery of deductions and preparing payment to Sangsters;
- Maintains register for supper and taxi allowances;
- Logs cheques in register and generates voucher numbers.

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

##### ***Core:***

- Good oral and written communication skills
- Teamwork and cooperation
- Customer and quality focus

##### ***Technical:***

- Knowledge of Government Accounting principles.
- Computer literacy.
- Ability to communicate at all levels
- Ability to carry out all aspects of the job effectively and efficiently.

#### **Minimum Required Education and Experience**

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3) SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets.

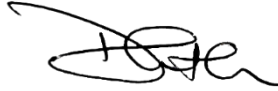
Applications accompanied by résumés should be submitted **no later Friday, 20<sup>th</sup> December, 2024 to:**

Director  
Human Resource Development and Management  
Institute of Jamaica  
10 -16 East Street Kingston

Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.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