



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. 37 **OSC Ref. C. 6555¹⁸**

28th January, 2025

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 3)** in the **Consumer Affairs Commission**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the direction of the Senior Accountant, the incumbent carries out various accounting duties by processing payroll, receipts, payments, petty cash, etc.

Key Responsibilities

- Processes payments online and by cheque;
- Processes receipts and makes lodgments;
- Posts journal entries and maintains balance sheet ledgers and accounts;
- Updates cash balance;
- Serves as custodian of the petty cash;
- Computes and records monthly and bi-weekly salaries, travel allowances, mileage reimbursements and other staff payments;
- Calculates statutory deductions and prepares monthly deduction report for presentation to Senior Accountant;
- Prepares pension deduction payment and employees' voluntary deductions for submission by the 28th of each month;
- Compiles employer's Annual Returns of Income Tax and other statutory deductions and tax-related payments and presents to Senior Accountant;
- Monitors Staff Loan facility;
- Provides base data for the preparation of Monthly Reports and the Annual Budget;
- Assists in the preparation of annual returns;
- Assists in the preparation of audit schedules;
- Assists with maintaining internal financial controls and procedures;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Technical accounting knowledge
- Integrity
- Systematic and organised
- Computer literate
- Team player

Minimum Required Qualification and Experience

- Associate Degree in Accounting (MIND), or ACCA level 2, or Diploma in Government Accounting;
- Three (3) years' bookkeeping experience;
- Experience using TurboPay and PeachTree for at least two (2) years;
- Experience in Government Accounting would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 10th February, 2025 to:**

The Finance and Administrative Manager
Consumer Affairs Commission
17-19 Connolly Avenue
Kingston 4

Email: jobs@cac.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