



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 24

OSC Ref. C. 6593⁴

22nd 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 be assigned to the post of **Accounting Technician (Accounts Payable and Payroll) (FMG/AT 3) - (Not Vacant)** in the **Ministry of Tourism**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the general direction and management of the Principal Finance Officer (PFO), the Accounting Technician (Accounts Payable and Payroll), is responsible for processing accounts payables and payroll for the Ministry of Tourism, in accordance with the stipulation of the FAA Act and Instructions.

Key Responsibilities

- Prepares Payment Vouchers;
- Receives invoices, claims, bills etc, and clears commitment to generate Payment Vouchers ensuring the correctness of details regarding:
 - ✓ Payee
 - ✓ Amounts payable
 - ✓ Account codes
 - ✓ Purpose or description of payment
 - ✓ Authority or file reference
 - ✓ Invoices, claims, bills etc. duly certified and authorized for payment
- Ensures arithmetic accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
- Checks contractual payments for valid verification of NCC certification and TCC to support procurement request;
- Enters all relevant information in connection with the accounts payables into payment system;
- Prepares monthly utility matrix;
- Prepares Digicel and LIME bills for payment;
- Maintains the following registers:
 - ✓ Utility (Lime, Digicel, cable and internet)
 - ✓ Travel mileage claims
 - ✓ Contracts
- Safeguards Purchase Order books;
- Prepares purchase order for the purchase of goods and services;
- Maintains an efficient accounting database/records and keeps all accounting records in a safe and secure condition and place;
- Assists in the preparation of estimates for the Annual Budget by:
 - ✓ Balancing budget submissions from Public Bodies
 - ✓ Inserting budget data in the MT and Forward Estimates schedules as per programme, sub-programme, activities and detail sub-object
 - ✓ Inserting of data into the GFMIS
- Conducts checks on mileage register to ensure that claims submitted are supported with the correct information and documentation;
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Assists with research for responses to Audit queries/observations;
- Verifies claims presented for checking to ensure that they meet the guidelines of the externally funded agencies' procurement procedures;
- Enters all relevant information in connection with the payment of salaries to the payroll system including:
 - Salary particulars for new employees
 - New appointments (promotions) and acting appointments
 - Details of deductions to be made from salaries
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;

- Conducts recovery of advances and overpayment of salaries;
- Maintains and balances the “On and Off” salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll, showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Prepares and delivers presentations, as needed.

Human Resources:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated analytical and problem-solving skills to create an environment of continuous improvement within the industry
- High-level personal ethics, integrity and respect for others, including the ability to always maintain confidentiality; proven ability to work autonomously
- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Compliance
- Good interpersonal skills

Technical

- Good knowledge of government general payments and payroll processes and procedures
- Good knowledge of the stipulations of the FAA Act and other associated legislation
- Good knowledge of Government Accounting
- Sound knowledge of the preparation of payment vouchers
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)

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, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th February, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**