



Office of the Services Commissions

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CIRCULAR No. 14 **OSC Ref. C. 4664¹⁸**

15th 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 following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Director, Manual Payments (FMG/PA 3) - Financial Operations Division**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Budget Analyst (FMG/PA 2) - Financial Operations Division**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Foreign and Project (Disbursement) Analyst (FMG/PA 2) - Financial Operations Division**, salary range 4,266,270 - \$5,737,658 per annum.
4. **Centralized Payment (Disbursement) Officer (FMG/PA 1) - Financial Operations Division**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Centralized Disbursement Officer (FMG/PA 1) (2 posts) - Financial Operations Division**, salary range \$3,501,526 - \$4,709,163 per annum.
6. **Centralized Revenue Officer (FMG/PA 1) - Financial Operations Division**, salary range \$3,501,526 - \$4,709,163 per annum.

1. **Director, Manual Payments (FMG/PA 3)**

Job Purpose

The Director, Manual Payments ensures the timely disbursement of funds to finance International Travel assignments being undertaken by MDAs, GOJ projects and other international suppliers. The incumbent ensures the execution of an efficient payment system. The incumbent also ensures compliance as per section 15 of the FAA Act.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Maintain schedule of GoJ Debt obligation;
- Liaise with Public Expenditure Division (PEX) in relation to GOJ projects;
- To constantly review and monitor the Central Payment Account to ensure that all debt and foreign payments are accounted for;
- To account for all financial foreign and debt transactions;
- To communicate with Bank of Jamaica in relation to GOJ priority foreign payments;
- To liaise with commercial banks in relation to foreign currencies request for cash in excess US\$5,000 to facilitate MDAs travel engagements;
- To ensure payments are effected timely on behalf of all MDAs within budget;
- To establish and maintain systems and procedures to monitor, capture and account/reconcile all financial transactions.

Key Responsibilities

Technical:

- Provides technical advice to the Assistant Accountant General and the Deputy Accountant General;
- Authorizes Foreign Currency payments;
- Executes timely foreign debt payments in a timely manner;
- Monitors payment of bank charges;
- Monitors Imprest/Per Diem process;
- Ensures timely execution of GoJ Project and other payments;
- Approves and monitors creation of all Journal Vouchers for both revenue and expenditure;
- Executes special project payments initiated by MoFPS eg. SERP, WeCARE, VaxGrant;

- Monitors Rev-ex queries;
- Monitors Cash Book process;
- Liaises with financial institutions;
- Corresponds with MDAs on capital expenditure related matters;
- Maintains an expenditure payment system to ensure that all Government debt obligations, foreign and project payments are settled in a timely and efficient manner;
- Implements a system of control to ensure timely update of all project and foreign payments within GFMS;
- Maintains adequate records and control of recurrent and capital releases;
- Oversees the reconciliation of cash backing with budgetary releases;
- Continuous monitoring of the Disbursement Unit to minimize/avoid any potential risks;
- Monitors the accuracy of all payments from the TSA and reporting to the Accountant;
- Ensures that cash requirements are accurate to allow forecasting and accurate financial management and planning;
- Provides guidance to team on technical matters and ensures resolution;
- Assists the Assistant Accountant General and Deputy Accountant General to prepare timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer with Government Department, Commercial and Central bank.

Strategic Leadership:

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and ensure the Unit meets or exceeds Unit performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Identifies skills gaps and collaborates with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example

- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium-and long-term goals
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills, the ability to display behaviours appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Oral and Written Communication skills:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Ability to work effectively under pressure**
- Comprehensive knowledge of Accounting practices and applications
- In-depth knowledge and experience in all areas of financial management
- Sound knowledge of how financial markets operate
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Knowledge of banking operations
- Comprehensive knowledge of public treasury operations

Minimum Required Qualification and Experience

- An Undergraduate Degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, or equivalent;
- Graduate Degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, or equivalent;
- Evidence of continuing professional development in Accountancy;
- Experience in Chart of Accounts formulation and maintenance;
- Experience in Budget Management;
- Experience analysing financial performance of an organization;
- Eight (8) years' experience in Accounting;
- Five (5) years of experience working at an executive level in Accounting or Finance.

Special Condition Associated with the Job

- Required to travel locally and internationally;
- Pressured working conditions with numerous critical deadlines;
- Required up to 40% travel.

2. Budget Analyst (FMG/PA 2)

Job Purpose

The Budget Analyst is responsible for ensuring that GOJ Non-Tax revenue estimates are monitored against actual collections. The Analyst examines revenue transfers from Ministry/Department and Agencies to the revenue accounts (Miscellaneous and Consolidated (fund) under the control of the AGD, and advises on trends, strategies and policies for more effective budget execution. The incumbent oversees the work of the Budget Officer to ensure the production of the relevant records for reports. The incumbent also ensures that the requisite

annual and quarterly reports are prepared, analysed and recommendations made for improvements.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare the Non-Tax Revenue Budget for the Accountant General's Department;
- To monitor GOJ Revenue Budget Execution;
- To post the approved GOJ Revenue Estimates on Revenue Management Module (RMM);
- To monitor Revenue estimates inflows and unclassified deposits for compliance with requirements for all receipts/revenue due to the Government.

Key Responsibilities

Technical:

- Provides technical advice to the Director, Revenue Management and the Assistant AG Revenue and Expenditure;
- Reviews and analyzes Revenue estimates inflow, by ensuring compliance with the approved GOJ's plan and other legislative mandates;
- Administers and monitors the prompt receipt and lodgement of revenues to the relevant accounts;
- Assists in the preparation of GOJ's revenue projections, based on trends and information received from the MDAs, PRRs;
- Monitors unclassified revenue deposit by ensuring compliance with regulations and rules and established policies and procedures;
- Liaises with MOFPS to ensure Revenue Schedules for the Financial year are received, maintained and monitored;
- Monitors and certifies Miscellaneous Revenue transfers and refunds;
- Monitors returned cheques and prepares advice letters to the Ministries;
- Prepares reports for the Ministry of Finance and the Public Service;
- Investigates and drafts responses to audit queries;
- Monitors revenue transit accounts for making daily sweeps to the Consolidated Fund;
- Verifies unclaimed deposits and recommends refund for approval and payment;
- Ensures that all transactions are correctly classified and receipted;
- Prepares financial management reports, special reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports as requested by the Director of Revenue;
- Acts as a Liaison Officer between the Treasury and other Government MDAs in accordance with defined procedures;
- Acts as a Liaison Officer between the Treasury and financial institutions to resolve any related issues.

Strategic Leadership:

- Monitors staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements and evaluates the Unit's fiscal function and performance;
- Ensures the smooth and efficient operation of the Unit through the management of daily operations;
- Meets or exceeds Unit performance targets;
- Deputizes for the Director, Revenue Management as, and when required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Manager, Training and Development to develop and implement staff development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;

- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity

Technical:

- Good knowledge and understanding of Accounting and Reporting Practices
- Good knowledge of required Legislations, Policies and Procedures

Managerial:

- Strong leadership skills
- High emotional intelligence skills
- Strong performance management skills
- Knowledge and experience in all areas of financial management
- Knowledge of Accounting practices and applications
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

Minimum Required Qualification and Experience

- BSc. Degree in Accounting or; Management Studies with Accounting; **or**
- BBA Degree; **or**
- ACCA Level 2; **or**
- NVQJ Level 5; **or**
- ASc. Degree in Accounting, MIND along with Diploma in Government Accounting, MIND and a minimum of (5) years' experience in Accounting;
- Experience in Budget Management;
- Three (3) years of experience working at a supervisory level in Accounting or Finance.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines;
- Individual must have a keen eye for detail and be able to demonstrate exceptional time management.

3. Foreign and Project (Disbursement) Analyst (FMG/PA 2)

Job Purpose

The Project and Foreign Disbursement Analyst is the manager with responsibility for checking the MDA capital (project) payment requests, inclusive of debts to ensure all supporting documentation are in place to execute payment. This also includes allocated warrant balances to ensure that special projects such as SERP, WeCARE, CoVAX are not exhausted. The Analyst closely monitors, analyses reports on, and recommends improvement in the central payment processing of all project and foreign payments by the Treasury. The Analyst will highlight any trends which would factor into projections for the GOJ's budgeting process. The incumbent oversees the work of the Disbursement Officer, ensuring that the requisite payments are made in accordance with approved budgets and contractual Agreements.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Update schedule of GoJ Debt (Local and Foreign) obligation;
- Liaise with Public Expenditure Division (PEX) in relation warrant for GOJ projects;
- To constantly review and monitor MDAs Project and Foreign payments to ensure that all payments are executed ;

- To certify all foreign and debt transactions;
- To provide MDAs with updates in relation to project, debt and foreign payments;
- To ensure timely payments on behalf of all MDAs;
- To establish and maintain systems and procedures to monitor, capture and account/reconcile all financial transactions;
- To provide comprehensive and accurate records of all financial transactions kept for reporting and analysis;
- To oversee and ensure the requisite disbursements/GoJ expenditure on behalf of all MDAs in keeping with approved budgets;
- To oversee and ensure the GOJ debt payments in compliance with the terms of the applicable loan Agreements;
- To establish and maintain systems and procedures to monitor, capture, and reconcile all financial transactions, ensuring compliance with GoJ standards and the relevant statutes and regulations (FAA Act etc.);
- To establish and maintain systems, procedures, and controls to prevent overpayments and/dysfunctions.

Key Responsibilities

Technical:

- Provides technical advice to the Director, Project and Foreign Payments and the Assistant AG Revenue and Expenditure;
- Monitors to ensure that all payments made from the Central Payment Account is done based on an authorized warrant;
- Liaises with BOJ in relation to bank charges associated with foreign payments
- Monitors to ensure that all requisitions and withdrawals are authenticated by the Auditor General;
- Ensures permission is sought from the Auditor General to adjust funds incorrectly lodged to the Consolidated Fund;
- Checks the preparation of statutory financial statements of the Government and any other statements of account required by the Minister of Finance and the Public Service;
- Prepares the relevant financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and other Government Departments in accordance with defined procedures;
- Acts as a liaison officer between the Treasury and financial institutions;
- Ensures the smooth and efficient operation of the CTMS system, resulting in the timely funding of the MDAs' accounts;
- Conducts analysis of GOJ Project and Foreign expenditure and reports trends.

Strategic Leadership:

- Monitors staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets;
- Deputizes for the Director, Centralized Disbursements as, and when, required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborate with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;

- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium-and long-term goals
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and/or anticipate changing environmental trends, industry opportunities and threats/risks
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills - The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long-term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Oral and Written Communication skills:** The ability to communicate proficiently orally, in writing, and in one on-one face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure
- Comprehensive knowledge of Accounting practices and applications
- Knowledge and experience in all areas of financial management
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

Minimum Required Education and Experience

- First Degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, or equivalent;
- Three (3) years of experience working at a supervisory level in Accounting or Finance;
- Experience in Budget Management;
- Experience analysing financial performance of an organization.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- Required up to 10% travel locally.

4. Centralized Payment (Disbursement) Officer (FMG/PA 1)

Job Purpose

The Centralized Payments (Disbursement) Officer is responsible for preparing requisitions and withdrawal orders, posting of warrants to the Treasury Management Module (TMM), and making Journal entries, so that a complete set of records related to GOJ expenditure can be produced each month. This position requires the processing of a large volume of transactions/payments submitted by the Ministries, Departments and Agencies (MDAs) to the Central Treasury Management System (CTMS) daily.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare all requisitions and withdrawal orders (Public Debt, Recurrent, Capital and Statutory) as they relate to the monthly warrant;
- To ensure accurate and timely funding of the Central Payment Account (CPA);
- To maintain proper systems and procedures for accurate and timely payment of the Ministries Departments and Agencies (MDAs') daily uploads;
- To prepare the relevant records and reports related to GOJ expenditure;
- To maintain the Cash Books for the CPA and ACH bank accounts.

Key Responsibilities

Technical:

- Posts the warrant to the TMM for certification;
- Prepares and submits requisitions and withdrawal orders for checking;
- Prepares and submits Journal Vouchers via the TMM for certification;
- Posts rejected payments for return to MDAs to the TMM for correction and approval;
- Prepares daily cash books for the CPA and ACH accounts;
- Prepares manual and systems payments;
- Assists with preparation of monthly and other reports;
- Inserts manual payment vouchers on GFMS;
- Inserts foreign exchange rates in GFMS;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer quality focus
- Good problem-solving and decision-making skills
- Good analytical skills
- Results focus
- Integrity

Technical:

- Applies intermediate knowledge of Accounting and Reporting Practices
- Intermediate knowledge of required Legislations, Policies and Procedures
- Applies appropriate accounting and reporting treatment for transactions
- Demonstrates general awareness of fraud mitigation actions
- Demonstrates and maintain procedures to meet existing and changing financial operations/regulatory requirements
- Demonstrates intermediate knowledge of auditing requirements
- Monitor various activities and processes and identifies risk for discussion with supervisor and implement agreed corrective actions
- Reviews the accuracy and legitimacy of reports, statements, accounts and related documents to ensure conformance with established/agreed
- Good knowledge of public treasury operations
- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of international Public Sector Accounting Standards (IPSAS)

Minimum Required Qualification and Experience

- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**

- ACCA Level 2; **or**
- NVQJ Level 5; **or**
- ASc. Degree in Accounting, MIND along with Diploma in Government Accounting, MIND;
- Three (2) years' experience in Accounting preferably in the Public Sector.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Individual must have a keen eye for detail and be able to demonstrate exceptional time management;
- Work may extend to weekends and public holidays subject to the GOJ project implementations.

5. Centralized Disbursement Officer (FMG/PA 1) (2 posts)

Job Purpose

The Centralized Disbursement Officer is responsible for preparing requisitions and withdrawal orders, posting of warrants to the Treasury Management Module (TMM), and making Journal entries so that a complete set of records related to GOJ expenditure can be produced each month. This position is required to complete a very large volume of work to process all payments submitted by the Ministries, Departments and Agencies (MDAs) to the Central Treasury Management System (CTMS) daily.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare all requisitions and withdrawal orders (Public Debt, Recurrent, Capital and Statutory) as they relate to the monthly warrant;
- To ensure accurate and timely funding of the Central Payment Account (CPA);
- To maintain proper systems and procedures for accurate and timely payment of the Ministries', Departments' and Agencies' (MDAs') daily uploads;
- To prepare the relevant records and reports related to GOJ expenditure;
- To maintain the Cash Books for the CPA and ACH bank accounts.

Key Responsibilities

Technical:

- Posts the warrant to the TMM for certification;
- Prepares and submits requisitions and withdrawal orders for checking;
- Prepares and submits Journal Vouchers via the TMM for certification;
- Posts rejected payments for return to MDAs to the TMM for correction and approval;
- Prepares daily cash books for the ACH accounts;
- Prepares manual and systems payments;
- Assists with preparation of monthly and other reports;
- Inserts manual payment vouchers on GFMS;
- Inserts foreign exchange rates in GFMS;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Collaboration and Team Work:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication skills:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Ability to work effectively under pressure**
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Good knowledge of public treasury operation

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognized University; **or**
- ASc. Accounting, MIND; **or**
- Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 & 3; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University;
- Experience in accounting with at least two (2) years' experience in Accounting, preferably in the Public Sector

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

6. Centralized Revenue Officer (FMG/PA 1)

Job Purpose

Reporting to the Revenue Analyst, the Centralized Revenue Officer is responsible for recording, posting and journalizing entries related to revenue, so that a complete set of records related to GOJ revenue can be produced each month for effective revenue management, and in compliance with the FAA Act. This position is required to complete a very large volume of work to process all revenue received to the Central Treasury Management System (CTMS) daily.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To manage receipts into the Consolidated Fund/Revenue Accounts;
- To reconcile the Revenue Accounts;
- To prepare and submit Revenue Statements;
- To post surrenderable balance.

Key Responsibilities

Technical:

- Posts receipts to the Consolidated Fund/Revenue bank accounts;
- Prepares Journal entries for approval;
- Prepares Cash Books and Bank Reconciliation for the Consolidated Fund/Revenue Accounts;
- Assists the Revenue Analyst with the preparation timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports, as requested;
- Acts as a Liaison Officer between the Treasury and other MDAs in accordance with defined procedures;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good analytical thinking skills
- Good decision-making and problem-solving skills
- Integrity
- Results focus

Technical:

- Good knowledge of Accounting and Reporting
- Good knowledge of Legislation, Policies and Procedures
- Good use of technology
- Knowledge of performance management
- Emotional intelligence
- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Good knowledge of public treasury operations

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; 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 3 years of any of the Bachelor's Degree programmes mentioned above;
- Experience in accounting with at least two (2) years' experience in Accounting, preferably in the Public Sector.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

**Director
Human Resource Management and Development
Accountant General's Department
21 Dominica Drive
Kingston 5**

Email: careers@treasury.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**