



Office of the Services Commissions

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CIRCULAR No. 22 **OSC Ref. C. 4840³²**

21st January, 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 following **vacant** posts in the **Revenue Protection Department (RPD)**:

1. **Manager, Final Accounts & Reporting (FMG/PA 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
2. **Manager, Management Accounts (FMG/PA 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
3. **Management Accountant (FMG/PA 1)**, salary range \$3,501,526 – \$4,709,163 per annum.
4. **Final Accountant (FMG/PA 1)**, salary range \$3,501,526 – \$4,709,163 per annum.
5. **Administrative Assistant (GMG/AM 3)**, salary range \$2,190,302 – \$2,945,712 per annum.
6. **Senior Payments Officer (FMG/AT 3)**, salary range \$2,190,302 – \$2,945,712 per annum.
7. **Payments Officer (FMG/AT 2)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Manager, Final Accounts & Reporting (FMG/PA 2)

Job Purpose

Under the general direction of the Director Finance and Accounts, the Manager Final Accounts and Reporting is responsible for the accurate preparation and presentation of financial accounts of the RPD.

Key Responsibilities

Management/Administrative

- Leads, guides and manages the Final Accounts & Reporting Unit to achieve the strategic objectives of the FAB;
- Provides leadership when allocating assignments, establishing targets and delivering the Unit's output;
- Participates in developing the FAB's Corporate and Strategic Plans, as well as its objectives, strategies and individual workplans;
- Participates in the preparation and/or maintenance of the FAB's Procedural Manual;
- Ensures that staff members are provided with the appropriate tools, and have access to the relevant documentation, to enhance their performance;
- Ensures that staff members are adequately trained in the preparation of final accounts;
- Convenes periodic team meetings to assess accomplishments and address any concerns which could impact and/or prevent the Unit from delivering output, in accordance with agreed targets and timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and visitors;
- Ensures that staff members follow the appropriate example which has been set;
- Represents the RPD at meetings, conferences, and seminars.

Technical/Professional:

- Oversees the preparation of Final Accounts of the Department in accordance with the Financial Administration and Audit (FAA) Act, FAA Regulations and Instructions, Accounting Standards, circulars and internal procedures;
- Oversees the preparation of bank reconciliation statements;

- Reviews financials and appropriation accounts prepared by Department;
- Ensures that the prepared accounts are true and fair;
- Ensures that accounts are presented in a timely manner;
- Responds to audit and other queries, and provides information requested in relation to prepared financial statements and appropriation accounts;
- Reports periodically to the Director - FAB on the status of the statements for the monthly and annual accounts;
- Prepares and presents a plan of action to clear any existing accounting arrears;
- Analyses Financial Statements and Annual Reports and provides instructions to correct errors; provides feedback on RPD projects;
- Directs the preparation of ad hoc reports;
- Authorises transactions/vouchers.

Human Resource

- Provides leadership and guidance to the Unit's staff through coaching, mentoring, training and motivating them towards achieving all goals;
- Demonstrates the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Unit;
- Develops and manages performance by establishing and agreeing to goals and performance targets for each staff member;
- Manages the welfare and development of staff members through the timely preparation of performance appraisals and feedback, and makes recommendations for appropriate training, as required;
- Ensures that proper working conditions exist for the staff;
- Participates in the recruitment, transfer, promotion, and cross-training processes for the Unit's staff;
- Ensures that all staff members have knowledge of and adhere to the policies, procedures and regulations of the Department.

Stakeholder Relationship

- Adheres to the established service excellence principles, standards and deliverables for the Unit;
- Ensures that all staff members' responsibilities, with respect to customer service, are respected, upheld and measured;
- Monitors and verifies the adequacy and effectiveness of the Unit's performance in relation to customer service responsibilities;
- Performs any other related duties as assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent management, leadership and interpersonal skills.
- Possesses high ethical conduct and integrity.
- Competent in use of computer hardware with knowledge of relevant software applications.
- Critical thinking with developed analytical skills, as well as abilities to identify risk and any attendant levels of impact.
- Proficient in preparation and analysis of financial statements and other accounting reports.
- An excellent knowledge of the RPD's overall strategic plan and its responsibilities with respect to achieving its targets.
- Teamwork.
- Communication.
- Excellent knowledge of:
 - Accounting Principles and Practices as well as Public Administration
 - the Government of Jamaica's (GOJ's) Accounting Standards
 - the Financial Administration and Audit Act, (The FAA Act, FAA Act Regulations and FAA Instructions), other legislation, and relevant financial circulars
 - the public expenditure policy environment and goals.
- Good knowledge of related GOJ Financial systems.
- Knowledge of related GOJ operations and Public Sector matters
- Working knowledge of Public Finance Legal Framework and Public Finance Management Reforms.

Minimum Required Qualification and Experience

- BSc Degree in Accounting/Management Studies with Accounting, or BBA Degree from an accredited university with four years related experience **or**
- ACCA Level 2 along with four years' related experience **or**
- Asc. Degree in Accounting, MIND, along with a Diploma in Government Accounting (MIND) with four years' related experience.
- Supervisory experience would be an asset.

Special Condition Associated with the Job

- Traveling may be required.
- There can be stress especially when meeting deadlines.
- Extended working hours may be expected.

2. Manager, Management Accounts (FMG/PA 2)

Job Purpose

Under the general direction of the Director, Finance and Accounts, the Manager Management Accounts is responsible for managing the budget preparation process and funds management on behalf of the Revenue Protection Department (RPD) to ensure that limited, available resources are allocated in accordance with the RPD's priorities and, in so doing, guides direct reports to realize the objectives and deliverables of the Branch.

Key Responsibilities

Management/Administrative

- Leads, guides and manages the Management Accounts Unit to achieve the strategic objectives of the FAB;
- Identifies and implements mitigating strategies to correct any underperformance against agreed and measurable targets;
- Provides leadership when allocating assignments, establishing targets and delivering the Unit's output;
- Participates in developing the FAB's Corporate and Strategic Plans, as well as its objectives, strategies and individual workplans;
- Participates in the preparation/maintenance of the FAB's Procedural Manual;
- Ensures that staff members are provided with the appropriate tools, and have access to the relevant documentation to enhance their performance;
- Ensures that staff members are adequately trained in the preparation of management accounts;
- Convenes periodic team meetings to assess accomplishments and address any concerns which could impact and/or prevent the Unit from delivering output in accordance with agreed targets and timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and visitors.
- Ensures that staff members follow the appropriate example which has been set;
- Represents the RPD at meetings, conferences and seminars.

Technical/Professional:

- Ensures that Budgets and Cash Flows are prepared in accordance with Guidelines, Corporate Plans, Policy Priorities and resource availabilities;
- Ensures that the other Branches are aware of the importance of adhering to the appropriate deadlines of the Budget preparation process;
- Presents Consolidated Budget Estimates, in draft, to the Director FAB, ensure that estimates conform to prescribed guidelines;
- Prepares draft Expenditure Budgets for the Department through a process of consultation, co-ordination and consolidation, while ensuring that said Budgets are prepared in accordance with the following:
 - Ceilings and guidelines as outlined in the Budget Call and issued by the Financial Secretary;
 - Objectives and strategies of the RPD as outlined in its Corporate Plan; and
 - National Economic and Policy Priorities.
- Analyzes Budget Requests from other Branches/Divisions in detail, in order to ascertain if they reflect the appropriate level of allocations and are supported by realistic Implementation Plans;
- Prepares annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid;
- Prepares the RPD's budget statements in accordance with appropriate guidelines;
- Ensures that all expenditure is kept within budgetary limits in accordance with established guidelines;
- Implements and operates an effective Expenditure Management & Control System to include
 - the allocation of monthly and quarterly warrants in accordance with agreed priorities;
 - the implementation of an effective mechanism to contain expenditures within the warrant limits, through a system of commitment planning and control, ensuring that any Appropriations-in-Aid are fully utilized;

- ensuring expenditure against approved budget are met from the warrant allocation and not from unauthorized sources such as, withholding statutory and other approved deductions and/or diverting departmental revenue, and
- reviewing of all bank accounts on an on-going basis to ensure that no idle cash balances exist.
- Establishes and implements a methodology for budget implementation;
- Directs the preparation of ad hoc reports;
- Authorises transactions/vouchers.

Human Resource:

- Provides leadership and guidance to the Unit's staff members through coaching, mentoring and training and motivating them towards achieving all goals;
- Demonstrates the highest standards of ethical and moral conduct, in order to promote confidence and trust in the output of the Unit;
- Develops and manages performance by establishing and agreeing to goals and performance targets for each staff member;
- Manages the welfare and development of staff members through the timely preparation of performance appraisals and feedback, and makes recommendations for appropriate training, as required;
- Ensures that proper working conditions exist for the staff;
- Participates in the recruitment, transfer, promotion and cross-training processes for staff members of the Unit;
- Ensures that all staff members have knowledge of and adhere to the policies, procedures and regulations of the Department.

Stakeholder Relationship

- Adheres to the established service excellence principles, standards and deliverables for the Unit;
- Ensures that all staff members' responsibilities with respect to customer service are respected, upheld and measured;
- Monitors and verifies the adequacy and effectiveness of the Unit's performance in relation to customer service responsibilities;
- Perform any other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent management, leadership and interpersonal skills.
- Possesses high ethical conduct and integrity.
- Competent in use of computer hardware with knowledge of relevant software applications.
- Critical thinking with developed analytical skills, as well as ability to identify risk and any attendant levels of impact.
- Proficient in preparation and analysis of financial statements, the budget and other accounting reports.
- An excellent knowledge of the RPD's overall strategic plan and its responsibilities with respect to achieving its targets.
- Teamwork.
- Communication.
- Excellent knowledge of:
 - Accounting Principles and Practices as well as Public Administration
 - the Government of Jamaica's (GOJ's) Accounting Standards
 - the Financial Administration and Audit Act, (The FAA Act, FAA Act Regulations and FAA Instructions), other legislation, and relevant financial circulars
 - the public expenditure policy environment and goals and
 - experience in the GOJ Budget preparation process
- Good knowledge of related GOJ Financial systems.
- Knowledge of related GOJ operations and Public Sector matters
- Working knowledge of Public Finance Legal Framework and Public Finance Management Reforms.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting; **or**
- BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;

Special Conditions Associated with the Job

- This is a typical office environment; however, travelling may be required.
- There can be stress especially when meeting deadlines.
- Extended working hours may be required.

3. Management Accountant (FMG/PA 1)

Job Purpose

The Management Accountant is responsible for preparing and implementing the Annual Recurrent and Capital budgets, in accordance with the approved Corporate Plan, and optimizing the financial capacity of the RPD in its quest to manage financial resources efficiently and effectively. Additionally, he/she maximizes the benefits derived from positioning those resources, so that deliverables are achieved in accordance with the priorities and policies.

Key Responsibilities

Technical/Professional:

Budget Preparation

- Ensures that the Annual Budgets and Cash Flows are prepared in accordance with MOFPS guidelines and Corporate Plan, as well as policy priorities and resource availability;
- Ensures that budget targets with respect to miscellaneous revenue and/or appropriations-in-aid are realistic;
- Analyzes Operational Budget requests received from Branches and Units to determine if they reflect the level of allocations and guidelines which were established by the RPD Senior Management team, and are supported by realistic Implementation Plans, where applicable;
- Provides guidance to Branches and Units when preparing narratives in support of operational Budget allocations, to ensure that it is linked to the Branch's/Unit's specific purposes and performance indicators, as described in their Corporate Plans;
- Presents the consolidated, draft Budget Estimates to the Manager, Final and Management Accounts;
- Makes adjustments to the budget after review by the Ministry of Finance and Branch Heads of the RPD;
- Ensures the timely distribution of estimates of expenditure to Branch and Unit Heads.

Expenditure Management & Control

- Obtains and analyzes the related monthly financial reports to determine if:
 - All funds have been utilized for its specific purposes as stated in the approved budget;
 - The funds were efficiently employed.
- Evaluates, in conjunction with the Corporate Planning Unit, the physical and financial performance, when implementing operational programmes in the Recurrent and Capital Budgets;
- Monitors expenditure to ensure that it is within budgetary limits.

Cash Management

- Implements an effective Cash Management System, by:
 - Allocating monthly/quarterly warrants in accordance with agreed priorities;
 - Implementing an effective mechanism to contain expenditures within warrant limits, utilizing a system of commitment planning and control;
 - Ensuring that expenditure against the approved Budget is met from the Warrant allocation;
 - Ensuring that all direct payments and other payments from Special Accounts are provided in the Budget and through warrants, and the Consolidated Fund is promptly and totally reimbursed;
- Reviews, on an on-going basis, all related bank accounts, to ensure that there are no large, idle cash balances.

Management/Administrative:

- Participates in developing the Branch's Corporate and Strategic Plans, as well as its objectives and strategies;
- Maintains cordial and professional relationships with external and internal stakeholders and visitors.

Human Resource:

- Participates in the development of individual work plan.

Customer Service

- Maintains and upholds all customer service principles, standards, deliverables and responsibilities;
- Performs other related duties that may be assigned by the Manager, Final and Management Accounts, and/or the Director, Finance and Accounts.

Required Knowledge, Skills and Competencies

- Excellent organising, planning and interpersonal skills.
- Possesses high ethical conduct and integrity.
- Critical thinking/Analytical skills.
- Teamwork
- Communication
- Sound knowledge of:
 - Accounting Principles and Practices as well as Public Administration.
 - the Government of Jamaica's (GoJ's) Accounting Standards.
 - the Financial Administration and Audit Act and Regulations.
- Expert knowledge and experience of GOJ's Budget preparation process

Knowledge of:

- related GoJ Financial systems and
- and experience in related GoJ operations and Public Sector matters.
- Proficiency in Microsoft Office and other 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.

Special Conditions Associated with the Job

- Travelling may be required.
- There can be stress especially when meeting deadlines.
- May be required to work outside of normal working hours

4. Final Accountant (FMG/PA 1)**Job Purpose**

Under the general direction of the Manager, Final Accounts and Reporting, the Final Accountant supports the Unit in the accurate preparation of Statements of Accounts and ensuring the accurate and timely delivery of relevant financial reports for the Revenue Protection Department in accordance with the stipulation of the FAA Act and its instructions, accepted Accounting Standards, Government of Jamaica (GOJ) rules, regulations and guidelines, in accordance with the stipulation of the FAA Act and its instructions, accepted Accounting Standards, Government of Jamaica (GOJ) rules, regulations and guidelines.

Key Responsibilities***Management/Administrative***

- Assists in the preparation of the Branches Budget and Operational plans;
- Makes recommendations and assists in the implementation of initiatives to improve accounting procedures and processes;
- Ensures the maintenance and safe custody of the RPD's financial records.

Technical/Professional:

- Ensures that assigned accounts of the Revenue Protection Department (RPD) are prepared on a timely basis and accurately brought to account within the period to which they relate;
- Ensures that assigned reports are prepared in accordance with the appropriate rules and regulations;
- Brings Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Deposits, Payments, Depreciation Provisions and Other Provisions accurately to account in the period to which they relate;
- Ensures that the Original Estimates, Supplementary Estimates and Revenue Estimates are brought to account, under the appropriate headings;
- Ensures that Warrant issues, Warrant transfers, Warrant adjustments and Treasury Advances are brought to account under the appropriate headings;
- Prepares all journal vouchers (for salaries, advance clearance and other adjustments) in respect of the month, to ensure that they are correctly posted and are properly reflected in the accounts;
- Prints and verifies the following statements for accuracy and completeness with respect to the following:

Financial Accounts (Accrual)

- Statement of Financial Position (IPSAS 1)
- Statement of Financial Performance (IPSAS 1)
- Statement of Changes in Net Assets/Equity (IPSAS 1 & 3)
- Cash Flow Statements (IPSAS 2)
- Accounting Policies & Notes to the Financial Statements (IPSAS 1)
- Fixed Assets Statements

Management Accounts

- FSI - Trial Balance
 - FS2 - Receipts & Payments
 - FS3 - Bank Reconciliation
 - FS4 - Bank Balances
 - FS5 - Expenditure by Activity
 - FS6 - Expenditure by Object
 - FS10 - Summary of Advances
 - FS11 - List of Advances
 - FS12 - Summary of Deposits
 - FS13 - List of Deposits
 - FS16 – Miscellaneous Revenue
- Resolves all and any errors found, after having checked the Financial and Management Accounts, transmits to the Manager Final Accounts and Reporting, for verification;
 - Prints all relevant financial statements for all Heads, with respect to the closed period, and presents same to the Manager Final Accounts & Reporting.

Human Resource:

- Participates in the development of the individual Work Plan.

Stakeholder Relationship:

- Maintains and upholds all service excellence principles, standards, deliverables and responsibilities;
- Develops and maintains key stakeholder relationships.

Required Knowledge, Skills and Competencies

- Excellent analytical, planning and interpersonal skills.
- High ethical conduct, and integrity
- Openness to change.
- Competent in the use of computer hardware with knowledge of relevant software applications.
- Critical thinking with developed analytical skills, as well as abilities to identify risk and any attendant levels of impact
- Knowledge of the MOFPS' overall strategic plan and its responsibilities with respect to achieving its targets.
- Willing to work co-operatively and collaboratively with stakeholders while maintaining good working relationships.
- Good presentation, oral and written communication skills, with report writing.

- Knowledge of:
 - Accounting Principles and Practices as well as Public Administration.
 - Knowledge of the Government of Jamaica's (GOJ) Accounting Standards.
 - Knowledge of the Financial Administration and Audit Act and Regulations.
 - Knowledge of related GOJ, ICT systems.
 - Proficiency in Microsoft Office applications

Minimum Required Qualification and Experience

- AAT Level 3 **or**
- ACCA-CAT Level C/level 3 **or**
- ACCA Level 1 **or**
- NVQJ Level 4, Accounting **or**
- Diploma in Accounting
- Asc. Degree in Business Studies/Management Studies/Business Administration
- Asc. Degree in Accounting, MIND **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3 **or**
- BSc. Degree in Accounting/Management Studies with Accounting **or** Bachelor's in Business Administration
- Three (3) years post-qualification experience.

Special Conditions Associated with the Job:

- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

5. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Director, Finance and Accounts, the Administrative Assistant performs a variety of complex and confidential administrative and office support functions to facilitate the efficient and effective operation of the department, and communicates relevant information to internal and external stakeholders. The Administrative Assistant is also responsible for providing research and technological support to manage the office support systems and resources, to ensure the effective and efficient functioning of the Branch.

Key Responsibilities

Management/Administrative

- Manages the office by relieving the Director of Finance and Accounts of routine requests and matters;
- Co-ordinates logistics for meetings hosted by the Director, ensuring that all relevant parties are advised: preparing Agenda; organizing relevant information and documents; securing venue and refreshments; taking Minutes at meetings, reproducing and distributing same in accordance with established guidelines;
- Monitors matters that have been passed to management for action, ensuring that they are pursued to finality and appraises the Director, Finance and Accounts;
- Follows up with the staff of the FAB to ensure that the Director receives reports in relation to the Branch's/Unit's operations by due dates, and in the correct format;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Director Finance and Accounts and interfacing with the officers and Branch/Unit concerned to ensure that the deadlines are observed.

Technical/Professional:

- Liaises with staff members of the Department and other stakeholders on matters related to activities of the Branch;
- Follows established rules and procedures in responding to requests and queries, and redirecting items and/or visitors to other staff members;
- Analyses submissions to the Director and, where appropriate, deals with them or otherwise brings them to the early attention of the Director so that they can be addressed without delay;
- Prepares routine monthly and other reports as directed from time to time;
- Maintains knowledge of the Department's operations, working knowledge of the policies, procedures, practices and protocols to be able to respond appropriately to enquiries, requests or issues;
- Receives, verifies and records all correspondence requiring the attention of the Branch;

- Determines the nature of enquiries and disseminates information and/or advice within the scope of responsibility, or refers to the relevant personnel for assistance, as necessary;
- Schedules appointments through consultation with the Director and/or Branch staff members as well as provides files and background information on matters for discussion;
- Composes letters, memoranda and reports for the Director's signature and responds to routine correspondence;
- Scans, copies, sends email and routine documents/correspondence, as required by other members of the Branch;
- Creates and maintains a system to control and safe keep confidential documents, files and reports;
- Manages the reorder level of resources for the Branch;
- Carries out the relevant duties relating to the Recording Secretary for meetings.
- Conducts research on related matters to inform decision-making using the appropriate sources;
- Ensures that the Petty Cash Imprest is maintained as per the relevant legislation;
- Receives and processes all cash and approved cheques, and prepares lodgements for deposit.

Human Resource

- Participates in the development of individual work plan.

Customer Service

- Adheres to established customer service principles, standards and deliverables;
- Performs other related duties by the Director, Finance and Accounts Branch.

Required Knowledge, Skills, and Competencies

- Excellent interpersonal skills
- Teamwork
- Integrity and Ethics
- Attention to details
- Customer Service
- Planning and organizing
- Communication
- Time Management
- Expert knowledge of administrative and office procedures.
- Experience in assisting management with the creation of report presentations.
- Knowledge of related Government of Jamaica administration system, the Financial Administration and Audit (FAA) Act, the FAA Act Regulation and FAA Act Instructions, policies and procedures.
- Basic knowledge of Accounting would be an asset.

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, Management Studies, Public Administration, Administrative Management or a related field.
- Three (3) years' working experience in a related field.
- Professional certification in Administrative Studies would be beneficial.

Special Conditions Associated with the Job

- There can be pressure arising from trying to meet critical deadlines.
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

6. Senior Payments Officer (FMG/AT 3)

Job Purpose

Under the general direction of the Manager, Payments and Payroll, the Senior Payments Officer is responsible for all payments, while ensuring that said payments are made based on the priority position of the transaction, as well as the status of cash flow, at any given time. The incumbent ensures that all processes related to payments to suppliers and clients of the Department, as well as payments for services contracted by the RPD, are carried out in accordance with the Financial Administration & Audit (FAA) Act, its Regulation & Instructions, Staff Orders, other Regulations as well as applicable Circulars. The Senior Payments Officer delivers his or her responsibilities using

ethical business practices, due diligence and commitment, with high levels of accountability, responsibility as well as productivity.

Key Responsibilities

Management/Administrative

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports as required;
- Prepares and delivers presentations as needed.

Technical/Professional:

- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Ensures that payments are processed with dispatch, while having regard to policies laid down by the FAA Act, its Regulations and Instructions, Staff Orders, other Regulations and applicable circulars;
- Develops and implements a schedule to coincide with the days of the week and specific payments related to each day;
- Identifies and processes outstanding amounts to be paid, based on policy priority and availability of funds, and ensures that accounts are updated and corresponding payment requests uploaded to the Government Financial Management System (GFMS) accordingly.
- Ensures arithmetic accuracy, the application of correct rates, and the deduction of all amounts deductible including withholding tax;
- Ensures the timeliness and accuracy of all payments, and ensures that all records of payments and contractual obligations are accurate and up to date;
- Verifies the Cashier's deposits and that Cash Books are in accordance with the policies and procedures of GoJ;
- Reconciles credit card transactions to ensure legitimacy, in accordance with the rules and guidelines of the FAA Act, and ensures that balances are paid in a timely manner;
- Monitors and maintains Imprests in accordance with the FAA Act;
- Assists with research for responses to audit queries/observations.

Human Resource

- Participates in the development of the individual work plan.

Customer Service

- Maintains and upholds all service excellence principles, standards, deliverables and responsibilities;
- Delivers on customer enquiries at all times.

Required Knowledge, Skills, and Competencies

- Excellent organising, planning, and interpersonal skills.
- High ethical conduct and integrity.
- Critical thinking/Analytical skills.
- Teamwork
- Communication
- Sound knowledge of:
 - Accounting Principles and Practices as well as Public Administration.
 - the Government of Jamaica's (GoJ's) Accounting Standards.
 - the Financial Administration and Audit Act and Regulations.
- Expert knowledge and experience of GOJ's Budget preparation process
- Knowledge of
 - related GoJ Financial systems and
 - and experience in related GoJ operations and Public Sector matters.
- Proficiency in Microsoft Office and other 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**
- 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.

Special Conditions Associated with the Job

- There can be stress especially when meeting deadlines.
- May be required to work outside of normal working hours

7. Payments Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Senior Payments Officer, the Payments Officer has responsibility for the processing and payment of monthly and fortnightly payrolls and other salary related documents assigned. The incumbent also has the responsibility for the processing of all payments.

Key Responsibilities

To ensure the timely and accurate preparation of the payments assigned.

Salary Computation

- Processes the payrolls assigned;
- Enters all relevant information in connection with the payment of salaries to the payroll system, including:
 - Salary particulars for new employees;
 - Details of deductions to be made from salaries.
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Promptly recovers any 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;
- Uploads fortnightly and monthly salaries to GFMS for authorisation.

Deductions and Returns

- Checks and ensures that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year;
- Contributes to the preparation of the Personnel Emoluments budgets, by providing the Supervisor with the particulars on each member of staff;
- Provides information to the Senior Payments and Payroll Officer, for the preparation of letters to employees or organizations on behalf of employees.

Payments

- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Ensures that payments are processed with dispatch, while having regard to policies laid down by the FAA Act, its Regulations and Instructions, Staff Orders, other Regulations and applicable circulars;
- Identifies and processes outstanding amounts to be paid;
- Ensures arithmetic accuracy, the application of correct rates, and the deduction of all amounts deductible including withholding tax;
- Ensures the timeliness and accuracy of all payments, and ensures that all records of payments and contractual obligations are accurate and up to date;
- Assists with research for responses to audit queries/observations.

Required Knowledge, Skills and Competencies

- Good organizing, planning, and interpersonal skills.
- Ethical conduct and integrity.
- Critical thinking
- Analytical skills
- Teamwork
- Good oral and written communication

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job

- There can be stress especially when meeting deadlines.
- Extended working hours can be expected.

Applications accompanied by Résumés should be submitted **no later than Monday, 3rd February, 2025 to:**

**The Commissioner
Revenue Protection Department
1 Shalimar Avenue
Kingston 3**

Email: rpjobs@mof.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**