



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 28 **OSC Ref. C. 6555¹⁸**

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 **Payments Officer (FMG/AT 2) (Not Vacant)** during the period **February 24, 2025 to April 17, 2025** in the **Finance and Accounts Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$ 1,711,060 - 2,301,186 per annum.

Job Purpose

The incumbent is responsible for posting Payment Vouchers to the Government Financial Management System (GFMS), filing Payment Vouchers, maintaining payment/utility/travel registers, processing Withholding Tax Certificates (WTC) and performing cashier duties.

Key Responsibilities

- Posts Payment Vouchers on the Government Financial Management System (GFMS):
 - ✓ Preparing and posts Payment Voucher according to the correct code classification and refer same to Payment Manager;
 - ✓ Printing Payment Vouchers from GFMS and stamp vouchers paid;
 - ✓ Batching and filing Payment Vouchers;
- Prepares Tax Withholding Certificates (TWC) on Tax Administration of Jamaica portal:
 - ✓ Updating and maintaining the Tax Withholding Certificate Register and issue certificates to Clients/Suppliers;
 - ✓ Preparing and updates Tax Withholding Certificate Reports;
 - ✓ Ensuring that payment for taxes withheld are remitted to Tax Administration Jamaica monthly;
- Assists internal and external clients with queries regarding payment status;
- Updates utility and travel registers;
- Acts as a Relief Cashier:
 - ✓ Performing cashier functions in the absence of the Collections Officer;
- 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 time management and organizing skills
- Excellent interpersonal skills
- Keen eye for details
- Good team skills

Technical:

- Knowledge of the Financial Administration and Audit (FAA) Act and its Instructions, principles, and practices relating to Public Sector accounts
- Experience in Government account code classification
- Competence in the use of spreadsheets and computerized accounting systems

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 Bachelor of Science in Accounting or Management Studies with Accounting or BBA Degree at an accredited University **or**;
- ASc. Degree in Business Studies or Business Administration or Management Studies
- ASc. Degree in Accounting from the Management Institute for National Development (MIND) **or**;
- Certificate in Government Accounting Level 2.

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

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**