



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 69** **OSC Ref. C. 4858<sup>51</sup>**

12<sup>th</sup> February, 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Accounting Technician (FMG/AT 3) - Orange River Research Station (St. Mary) - (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Accounting Technician (FMG/AT 3) - Bodles Research Station (St. Catherine) - (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Accounting Technician (FMG/AT 3) - Orange River Research Station**

##### **Job Purpose**

Under the direct supervision of the Senior Director (SOG/ST 8), the Accounting Technician is responsible for issuing and controlling invoice orders/supply requisitions, maintaining and controlling records of payment for public utilities services, preparation of pay-bill and other related duties.

##### **Key Responsibilities**

###### ***Professional/Technical:***

- Assists in the preparation of estimates for the annual budget;
- Prepares salaries for fortnightly paid employees and ensures that all rates are in keeping with government regulations;
- Maintains salary records, prepares and issues earning statement to each individual employee;
- Draws invoice order for the purchase of goods and services;
- Collects cash and draws official receipts for sale of government assets (e.g.) livestock and crops;
- Assists in the procurement of goods and services;
- Maintains cash books and prepares Monthly Financial Statements of Revenue and Expenditure;
- Maintains adequate supply of invoice order books, receipt book, cash book, etc.;
- Keeps all accounting records in a safe and secure condition and place;
- Maintains and controls stores, receives and issues supplies (e.g.) medication, fertilizer, etc.;
- Maintains inventory of all (dead) assets e.g. furniture, machinery, tools and equipment;
- Prepares annual returns and submits same to the various government agencies;
- Prepares bills for payment along with payment voucher;
- Controls petty cash and maintains "petty cash" book;
- Maintains Statutory Deduction records and paying over cheques drawn to such agencies;
- Performs any other duties.

##### **Required Knowledge, Skills and Competencies**

###### ***Core:***

- Good oral and written communication skills
- Good customer and quality focus skills
- Ability to work in teams
- Good interpersonal skills
- Compliance
- Integrity
- Good Time Management skills
- Ability to work on own initiative
- Good problem solving and decision-making skills
- Good analytical skills

**Technical:**

- Good knowledge of the stipulations of the FAA Act and other associated legislation.
- Good knowledge of the Ministry's policies, practices and procedures.
- Good knowledge of Government Accounting
- Proficiency in the relevant/applicable computerized Accounting System.
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

**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 3 years of any Bachelor's Degree programmes mentioned above.

**2. Accounting Technician (FMG/AT 3) - Bodles Research Station****Job Purpose**

Under the direct supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician is responsible for monitoring Expenditure Control Statements systems for recurrent and deposit accounts within the approved budget. The officer is also responsible for ensuring that compulsory statutory deductions are posted and prepared, and the direct supervision of the cashier functions.

**Key Responsibilities*****Management/Administrative***

- Prepares and submits monthly, quarterly and annual reports;
- Contributes to the preparation of the Corporate and Operational Plans and budget of the Unit;
- Maintains accounting files and records for easy retrieval;

***Technical/Professional***

- Certifies Commitment and Payment vouchers;
- Ensures that filing of vouchers are carried out in accordance with government guidelines;
- Checks and verifies payment of claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are paid;
- Checks paybills and task claims for accuracy before Salaries Officer inputs on payroll System;
- Prepares Annual Returns for Inland Revenue Department;
- Checks and verifies bank lodgments;
- Checks Bank Reconciliation Statements;
- Checks AIA / Revenue Records/Statements to ensure all entries are posted also for accuracy;
- Performs any other related duties as directed by the Professional Accountant

**Required Knowledge, Skills and Competencies*****Core:***

- Excellent oral and written communication skills
- Strong interpersonal skills
- Teamwork and co-operation
- Excellent problem-solving and decision-making skills
- Initiative

- Strong planning and organizing skills
- Good analytical thinking skills
- Good customer relations skills
- Honesty
- Integrity
- Compliance

**Technical:**

- Excellent knowledge of the Ministry's policies and procedures
- Proficiency in the relevant computer software applications
- Excellent knowledge of Government Accounting
- Sound knowledge of the Government of Jamaica Financial Administration and Audit (FAA) Act

**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 3 years of any bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25<sup>th</sup> February, 2025 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**