



## Office of the Services Commissions

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### **CIRCULAR No. 76** **OSC Ref. C. 4840<sup>33</sup>**

19<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 **Financial Investigations Division**:

1. **Management Accountant (FMG/PA 2) - (Vacant)** salary range \$4,266,270 - \$5,737,658 per annum.
2. **Management Reporting and BI Specialist (GMG/SEG 2) - (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Accountant, 3<sup>rd</sup> Party Transactions (FMG/PA 1) - (Vacant)**, salary range \$3,501,526 - \$4,709,163 annum.
4. **Accounting Officer, GL (Reconciliation) (FMG/AT 3) - (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
5. **Accounting Officer, FINMAN and Stores (FMG/AT 3) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
6. **Accounting Assistant, Miscellaneous Payments & Petty Cash Fund (FMG/AT 1) - (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **1. Management Accountant (FMG/PA 2)**

##### **Job Purpose**

Under the direct supervision of the Director, Finance & Accounts, the incumbent provides technical support in development and management of the budgeting, committal and payment process in accordance with the policies and procedures of the Government of Jamaica and the strategic priorities of the Financial Investigations Division (FID). Additionally, the incumbent is responsible for the accounting related to projects-in-progress, Fixed Assets and the inventory of supplies and material.

##### **Key Responsibilities**

**To establish and operate effective resource planning to include budgeting and cash management system in order to ensure that limited, available resources are allocated in accordance with the FID's strategies and priorities.**

- Leads and manages the Management Accounts Section in order to achieve the strategic objectives of the Finance & Accounts Branch;
- Provide leadership when organizing and delivering the Section's output, while supporting the MOFPS's policies and regulations;
- Provides appropriate advice to the Director, Finance & Accounts on financial status, variances, cost recovery and performance;
- Ensures that a budgeting system is in place and that the consolidated budget of the FID is prepared for submission to Ministry of Finance and the Public Service in conformance with the prescribed guidelines, ceilings, formats and time schedules;
- Ensures that there is a process in place for developing quarterly updates to the financial plans of the FID and monthly rolling cash requirements planning;
- Facilitates the calculation of annual estimates of Appropriations-in-Aid for inclusion in the FID budgets, in the format stipulated by the Financial Secretary;
- Performs a formal financial review of all business cases for Strategic Initiatives being submitted to International Partners for funding requests;
- Ensures that there is a Budget Review process to ensure that budgets for Business as Usual (BAU) and Strategic Initiatives adequately represent funding of the Operating Plan for the coming financial year;

- Reviews the financial integrity checks for business cases being presented for approval as part of the Corporate and Annual Operating Plans;
- Ensures that there is an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocation;
- Develops the cash flow forecasts, showing the phasing and timing of the net cash requirements for the FID;
- Ensures that in consultation with the Director General and the Directors, the consolidated budget of the FID is prepared for submission to Ministry of Finance and the Public Service for conformance with the prescribed guidelines, ceilings, formats and time schedules;
- Participates in the quarterly reviews and appraisal of performance and related budget updates, to ensure that the objectives and strategies outlined in the Strategic and Annual Operating Plans are achieved and manages the development of updates to original plans;

**To maintain control over expenditure and revenue and ensure that they are kept within budgetary limits, by guaranteeing that Monthly Revenue and Expenditure Reports are up-to-date and Quarterly Expenditures and Projections for the next Quarter are reviewed and are reflective of the GOJ's financial realities; ensure that projects are completed on time, within budget, with value for money and performance standards are respected.**

- Establishes and implements a methodology for budget implementation that will ensure appropriate Expenditure Management & Control and take into account the regularity and propriety of all expenditure incurred, as well as general compliance with the overall requirements of the FAA Act and their related Instructions;
- Monitors the budget implementation process of portfolio entities, in order to determine if:
  - Budgeted funds are being utilized for the purposes approved;
  - Budgeted funds are efficiently, effectively and economically used;
- Maintains expenditure within the limits of the warrant and budgetary allocations;
- Confirms that Miscellaneous Revenues which are collected and are payable to the Accountant General's Department (AGD, are remitted promptly;
- Ensures that proper accounting for project expenditure is done to facilitate prompt "draw-downs" as well as close monitoring of the inflows of external receipts against budgetary targets as it specifically relates to externally funded projects;

**To ensure that there is the capability for effective evidence-based measuring, monitoring and management of the FID's performance at all levels**

- Ensures that timely, useful Management and Responsibility Accounting reports are available to FID/ARA Management, so that effective governance can be exercised and overall corporate goals achieved;
- Ensures that FID's Corporate, Branch and Section performance Scorecard and Dashboards as required by report consumers are published to the agreed schedules;

**To establish and manage a managerial costing system to provide standard cost for services, especially in relation to outreach, investigation, litigation and asset management costs.**

- Ensures that the standard costs of services provided by the Branches are available, so that valid estimates of cost recovery (e.g. intelligence, outreach, investigation, litigation and asset management);
- Reviews, in conjunction with Programme Managers, the structure of cost recovery/processing fees, to ensure that all possible scope for cost recovery/processing fees have been considered;
- Conducts periodic cost of service analyses for services provided to third parties by the FID;

**To support minimizing the waste of FID Resources**

- Ensures there is an effective process for monitoring commitments against approved budgets, and for providing alerts of potential overspending when additional commitments are being contemplated;
- Ensures that all expenditures are correctly accounted for in the FID accounting system and that they are correctly classified as Revenue Expenditure or Capital Expenditure and applied to the correct line item and/or project budget;
- Ensures that there is an effective process for closing Project Accounts, bringing assets into service and for recording all FID Property Plant and Equipment (PP&E) into FID's Fixed Assets register;
- Ensures that all retirements, movements, sales or write-off of Fixed Assets are correctly accounted for.

**To maximise the use of ICT within the Management Accounts Section to improve the efficiency and effectiveness of the FID's business processes.**

- Minimises manual processes that create re-work and non-value adding work

- Ensures that the reporting requirements at the Operational, Management Control, Tactical and Strategic levels are clearly understood;
- Collaborates with the Director, Cyber Forensics & ICT and the Data Management team to provide the right information to the right report consumers at the right time in the right format;

**Ensures that there is a cadre of highly motivated staff within the Branch that possess the appropriate competencies and skills. Effective resource planning to support the achievement of the FID's plans and strategies.**

- Ensures that there is alignment between the activities of staff in the Management Accounting team and achievement of the FID's Strategic Goals, by cascading the FID's Performance Commitments down through the Section in the form of Tasks and Targets that are set annually for all staff;
- Identifies competency and skills gaps within the Section, and works with the Director, Finance & Accounts, and Director, Human Resource Management and Development to fill those gaps;
- Monitors the achievement of development objectives for staff within the Section;
- Completes semi-annual and annual performance assessment for all team members, agrees them with the Director, Finance & Accounts and then with the individual contributor, within the required timelines;
- Completes individual Performance self-assessment and ensures that all direct reports do the same;
- Manages issues of staff performance, discipline and conduct as required;
- Develops and reviews procedures and systems to meet the Department's goals, objectives and targets;
- Performs any other duties.

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

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

#### ***Knowledge***

- Skilled in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions;
- Expertise in the manipulation and use of data to provide information and business insights to information consumers outside of the Finance Function;
- Sound knowledge of accounting theory and the application of relevant International Public Sector Accounting Standards (IPAS) and the International Accounting Standards (IAS) from which they are drawn;
- Sound knowledge of Government of Jamaica (GOJ) Accounting Standards and GOJ budget preparation process;
- Sound knowledge of Microsoft Excel and the use of macros and pivot tables. A facility in the use of visual basic and or Business intelligence tools would be an asset;
- Knowledge of Business Process Improvement and Enterprise Performance Management methodologies.

#### **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;
- Minimum of 7 years' experience in the accounting field with experience in a supervisory role.

### **Special Conditions Associated with the Job**

- There are no significant personal security risks associated with performing this role;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

## **2. Management Report and BI Specialist (GMG/SEG 2)**

### **Job Purpose**

Under the direct supervision of the Management Accountant, the Management Reporting & BI Specialist is responsible for converting the FID's operational data into information to monitor and manage performance at all levels and support fact-based decision making.

### **Key Responsibilities**

**Develop comprehensive “Metric Specifications” for the balanced set of Performance Indicators that FID’s Report Consumers wish to see as specified in Service Level Agreements.**

- Works with report consumers to specify and document exactly how each performance measure is to be developed and visualised;
- Works with the Database Administrator and accesses the data dictionaries for the FID's operational ICT applications to specify the precise location of the data elements needed to generate the Performance Measure and documents in the Metric Specification Form;
- Updates the database of metric specification and makes the same available to report consumers via the FID's intranet;
- Develops and maintains a Glossary of Terms that describes each performance measure, basis for calculation etc., ensuring that there is shared understanding by report consumers of what each performance measure represents;

**Work with the data experts in the ICT Branch to develop, design and maintain the FID’s operation data stores.**

- Works with the FID's Database Administrator to develop a series of Operational Data Stores that Extracts and Transforms and Loads data from all available data sources, based on the specifications developed for each performance indicator;
- Performs any transformations that may be required on the data in the ODS, as specified in the Metric Specification Form;
- Collaborates with the DBA to automate the processes, and troubleshoots any issues that occur with the production system;
- Works with Cost Analyst to extract spending of assets under management from FINMAN for recording against the FID EAM application;
- Works with ICT to consolidate Transaction date from FINMAN and accrual and uploads the budgets to the consolidated actuals system or vice versa;
- Recommends and provides support and management of the FAD Accounting and Business databases, as well as related software applications, such as the following:

### **The Government’s Financial Management Accounting System**

- i. Ensures that the Accounting System performs optimally at all times;
- ii. Establishes access for authorized users when required;
- iii. Provides training and technical assistance to authorized users and gives them the requisite manuals, user guides and code sheets to enable them to carry out their functions;
- iv. Implements, monitor and control security and back-up procedures;
- v. Maintains the Chart of Accounts and effects the procedures for opening and closing of each period;
- vi. Ensures that software is adapted to meet any changing needs of the MOFPS and Budget Funded Entities;
- vii. Implements the appropriate processes when repairing and/or replacing defective hardware;
- viii. Verifies and approves invoices which are for payment of goods and services and are related to maintenance of FINMAN hardware and or software;
- ix. Supports the processes of upgrading and developing the FINMAN system by requesting enhancements, modifications and or evaluations for bugs;
- x. Assists in testing new or modified programmes and functions;

### **The Bank Reconciliation System**

- i. Provides access to authorized users of the system which will enable them to perform their assigned tasks;
- ii. Provides the appropriate training and technical assistance to authorized users;
- iii. Provides the appropriate manuals, user guides and code sheets to authorized users which will assist them in carrying out their functions;
- iv. Implements, monitors, controls and administers all security and back-up procedures;
- v. Implements the processes of repairing and or replacing any defective hardware as required;
- vi. Verifies and approves all invoices for payment of goods and services, which are related to maintaining BRS hardware and or software;
- vii. Supports the processes of upgrading and developing the BRS system by requesting enhancements, modifications and or evaluations for bugs;
- viii. Assists in testing new or modified programmes and functions.

### **The Budget Information System**

- i. Gives access to authorized users of the system which will enable them to perform their assigned tasks;
- ii. Provides the appropriate training and technical assistance to authorized users;
- iii. Provides the appropriate manuals, user guides and code sheets to authorized users in order to assist them in carrying out their functions;
- iv. Implements, monitor and control all security and back-up procedures;
- v. Implements the processes of repairing and or replacing any defective hardware as required;
- vi. Verifies and approve invoices which are for payment of goods and services and are related to the Budget Information System hardware and or software maintenance.

### **The Payroll System**

- i. Gives access to authorized users of the system, enable them to perform their assigned tasks;
- ii. Provides the appropriate training and technical assistance to authorized users;
- iii. Implements, monitors and controls all security and back-up procedures;
- iv. Provides the appropriate manuals, user guides and code sheets to authorized users, to ensure that they are provided the tools to carry out their functions effectively;
- v. Implements the processes of repairing and or replacing any defective hardware as required;
- vi. Verifies and approves all invoices for payment of goods and services and are related to system hardware and or software maintenance.

### **Visualise the KPI content and publish Corporate, Directorate, Branch and Section Scorecards and Dashboards to schedules agreed with Report Consumers**

- Publishes FIDs Corporate, Branch and Section performance Scorecard and Dashboards as required by report consumers;
- Generates BTW Budget reports supporting a multi-dimensional, Fact-Based Corporate performance review process at the FID;
- Manages users and access rights to the reporting toolsets, with the assistance of the FID ICT Branch;
- Designs and delivers training/coaching modules aimed at strengthening institutional proficiency in the use of BI tools;
- Completes own performance self-assessment.

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

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Facilitation skills and facilitated planning;
- Corporate Performance Management principles;
- Knowledge of OLAP and data cube technology e.g. the data analysis capabilities of MS SQL Server, Analysis services;
- Knowledge of at least one data management/Business Intelligence application (Cognos, Business Objects, Power BI, Qlik View) would be an asset;
- Competent in Microsoft Word, Excel and PowerPoint.

### **Minimum Required Qualification and Experience**

- Undergraduate degree Computer Science, Information Systems, Statistics, Management, Business Administration;
- Four (4) years progressive experience in a business analysis, business planning or reporting role;
- Two to three (2-3) years' experience working with database queries, writing stored procedures;
- Experience in facilitating participative planning workshops;
- Experience in using enterprise data to generate Performance Indicators, Dashboards and Scorecards ;
- Sound business background.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

### **3. Accountant, 3<sup>rd</sup> Party Transactions (FMG/PA 1)**

#### **Job Purpose**

The incumbent is responsible for processing payments to third parties and expenses to be reimbursed to FID approved Staff, Payroll processing for FID Staff and Petty cash.

#### **Key Responsibilities**

**To ensure the integrity of the FID General Ledger and sub-ledgers, and that the accounting for FID's business transactions is in conformance with GOJ Accounting Standards, IAS (International Accounting Standards) and IPAS (International Public Sector Accounting Standards) and meets internal service standards.**

- Conducts maintenance of Vendor and Business Partner Master Data in the accrual accounting system;
- Records Cash seizures, Pecuniary Penalty Orders (PPOs), restraints with seizure against BPs;
- Invoices BPs for the cost of services provided;
- Reconciles Receivables and Payables sub ledger to control accounts;
- Produces periodic Receivables and Payables analyses;
- Accounts for PPOs;
- Accounts for the proceeds of Asset disposal ;
- Accruals of interest earned to BP balances held;
- Accounts for returns against "Fund Balances";
- Pays over funds to the Accountant General for the consolidated Fund;
- Pays over funds in keeping with instructions for the return of seized cash;
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- 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;
- Performs any other duties.

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

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

### **Minimum Required Qualification and Experience**

- AAT Level 3 or;
- ACCA-CAT Level C/ level 3 or;
- ACCA Level 1 or;
- Diploma in Accounting from an accredited University or Community College or;
- ASc. Degree in Business Studies/ Management 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/ Management Studies with Accounting or BBA Degree from an accredited University.

### **Special Conditions Associated with the Job:**

- There are no significant personal security risks associated with performing this role;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

## **4. Accounting Officer, GL (Reconciliation) (FMG/AT 3)**

### **Job Purpose**

Under the general direction of the Financial Accountant, the Accounting Officer is responsible for the accurate and timely updating of the General Ledger related activities and its reconciliation within the FID Finance & Accounts Branch.

### **Key Responsibilities**

**To ensure the integrity of the FID General Ledger and sub-ledgers, and that the accounting for FID's business transactions is in conformance with GOJ Accounting Standards, IAS (International Accounting Standards) and IPAS (International Public Sector Accounting Standards) and meets internal service standards.**

- Conducts/Prepares Bank Account reconciliations;
- Conducts/Prepares Balance Sheet reconciliations to an agreed schedule, to ensure the integrity of the FID's books;
- Conducts/Prepares reconciliations of Payable and Receivable sub-ledgers to control accounts;
- Accounts for and reconciles Cash seizure account;
- Ensures bank and ledger balances agree with the relevant general ledgers on the financial statements;
- Verifies the cheques and electronic transactions against the appropriate Bank Statement to ensure accuracy of the transaction;
- Reconciles and processes transactions that are complexed in nature and provides updates to Director;
- Ensures that Bank Statements are posted to the system in accordance with the regulations;
- Refers all bank charges, debit advices and outdated cheques to the appropriate officer for the Journal to be prepared;
- Contacts the appropriate Bank Officer to inform of any errors found on Bank Statements. Ensures that errors are corrected by following-up;
- Delivers the completed Bank Reconciliation Statements/reports and warrant reconciliations to the Financial Accountant;
- Produces reconciliations of physical stores versus book stores and identifies corrective action needed;
- Ensures follow-up of the preparation of the required correcting entries;
- Prepares Audit Schedules to ensure the efficient execution of the annual external audit and the issue of audited financial statements to the agreed schedule;
- Ensures the availability of all accounting supporting documentation;

**To maximize the use of ICTs within the Finance & Accounts Branch to improve the efficiency and effectiveness of the FID's business processes and to ensure that there is the capability for effective evidence-based measuring, monitoring and management of the FID's performance at all levels**

- Ensures that for the process areas of the FID's operations that must be accounted for on an accrual basis, there is an accounting application in place and deployed to the appropriate functional areas of the FID and that staff are sufficiently trained to use the system;
- Eliminates manual processes that create re-work and non-value added work as far as possible;
- Ensures that the reporting requirements at the Operational, Management Control, Tactical and Strategic levels are clearly understood and collaborates with the Director, Cyber Forensics & ICT and the Data Management team to provide the right information to the right report consumers, at the right time and in the right format.
- Performance any other duties.

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

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Team Work
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Knowledge in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions.
- Highly computer literate and excellent knowledge of typical Microsoft Office products (Excel, Word, PowerPoint, Outlook).

#### **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;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 or;
- ASc. Degree in Accounting, MIND or;
- ASc. Degree in Business Studies/ Business Administration from an accredited tertiary Institution;
- 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.
- Minimum of 2 years' experience in the accounting field
- Hands-on experience in the use of IT-based integrated Accounting applications

#### **Special Conditions Associated with the Job:**

- There are no significant personal security risks associated with performing this role;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

### **5. Accounting Officer, FINMAN and Stores (FMG/AT 3)**

#### **Job Purpose**

Under the general direction of the Financial Accountant, the Accounting Officer is responsible for the management and maintenance of FINMAN, the development and maintenance of the FID COA that facilitates effective financial accounting, as well as the provision of management control information. The incumbent is also responsible for the inventory of supplies and materials.

#### **Key Responsibilities**

**To ensure the integrity on the FID General Ledger and sub-ledgers, and that the accounting for FID's business transactions is in conformance with GOJ Accounting Standards, IAS**



**(International Accounting Standards) and IPAS (International Public Sector Accounting Standards) and meets internal service standards.**

- Maintains the FINMAN BP and Vendor master data;
- Posts invoices to FINMAN;
- Ensures that the FINMAN Accounting System performs optimally at all times;
- Establishes access for authorized users when required;
- Provides training and technical assistance to authorized users. Gives the requisite manuals, user guides and code sheets to enable them to carry out their functions;
- Implements, monitors and controls security and back-up procedures;
- Maintains the Chart of Accounts and effects the procedures for opening and closing of each period;
- Ensures that software is adapted to meet any changing needs of the MOFPS and Budget Funded Entities;
- Implements the appropriate processes when repairing and/or replacing defective hardware;
- Verifies and approves invoices which are for payment of goods and services and are related to maintenance of FINMAN hardware and or software;
- Supports the processes of upgrading and developing the FINMAN system by requesting enhancements, modifications and or evaluations for bugs. In addition, assists in testing new or modified programmes and functions;
- Receives invoices from vendors and performs 2/3 way matching;
- Performs vendor invoice payment processing;
- Performs payment processing for which approval pass has been granted;
- Processes all payments with dispatch, while having regard to policies laid down by the FAA Act, its Regulations and Instructions;
- Establishes the priority basis to determine the order of payments to be paid. This is done in consultation with the Financial Accountant;
- Processes the reimbursement of expenses incurred by FID staff.

**To maximize the use of ICTs within the Finance & Accounts Branch to improve the efficiency and effectiveness of the FID's business processes and to ensure that there is the capability for effective evidence-based measuring, monitoring and management of the FID's performance at all levels;**

- Ensures that for the process areas of the FID's operations that must be accounted for on an accrual basis, there is an accounting application in place and deployed to the appropriate functional areas of the FID and that staff are sufficiently trained to use the system;
- Eliminates manual processes that create re-work and non-value-added work as far as possible;
- Ensures that the reporting requirements at the Operational, Management Control, Tactical and Strategic levels are clearly understood and collaborates with the Director, Cyber Forensics & ICT and the Data Management team, to provide the right information to the right report consumers, at the right time and in the right format.

**Required Knowledge, Skills and Competencies**

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Team Work
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Knowledge in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions.
- Highly computer literate and excellent knowledge of typical Microsoft Office products (Excel, Word, PowerPoint, Outlook).

**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;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 or;
- ASc. Degree in Accounting, MIND or;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- 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.
- Minimum of 2 years' experience in the accounting field;
- Hands-on experience in the use of IT-based integrated Accounting applications.

**Special Conditions Associated with the Job:**

- There are no significant personal security risks associated with performing this role.
- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.

**6. Accounting Assistant, Miscellaneous Payments & Petty Cash Fund (FMG/AT 1)**

**Job Purpose**

Under the general direction of the Financial Accountant, the Accounting Assistant (Miscellaneous Payments and Petty Cash) is responsible for providing financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts under his or her control.

**Key Responsibilities**

**To effect timely and accurate payments to all FID suppliers and staff, and the accurate recording of all expenditure transactions.**

- Maintains the Vendor and Item master data, as instructed by authorized FID staff;
- Identifies all instances where POs have not been used as required, and escalates issues for resolution;
- Records all Vendor invoices received and performs 3-way or 2-way matching;
- Manages the petty cash fund, effects petty cash payments in line with FID policies;
- Prepares periodic reimbursement justifications for the replenishment of the petty cash float and passes approved voucher to GL Assistant for payment processing;
- Passes petty cash related transactions for posting into FINMAN;
- Identifies non-compliance with standards and escalates to Supervisor;
- Monitors personal achievement of tasks and targets and completes individual Performance self-assessment within the specified time frame;
- Prepares and issues receipts for cash and cheques being deposited, ensures that cash amounts are the same as amounts stated on receipts and funds are deposited promptly to the appropriate bank accounts;
- Posts and balances the Receipt Cash Book on a daily basis;
- Maintains custody of cheques and other valuable documents at all times;
- Informs payees, as soon as cheques are ready for dispatch, to avoid cheques becoming stale dated;
- Issues cheques to payees after having presented legal and appropriate identification;

**Required Knowledge, Skills and Competencies**

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Knowledge in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions;

- Highly computer literate and excellent knowledge of typical Microsoft Office products (Excel, Word, PowerPoint, Outlook).

### **Minimum Required Qualification and Experience**

- AAT Level1 or;
- ACCA-CAT Level A/ level 1 or;
- Certificate in Public Administration, UWI or;
- Certificate in Management Studies, UWI or;
- Diploma in Business Administration/ Studies from Community College or;
- NVQJ Level 1, Accounting or;
- Certificate in Accounting from an accredited University or;
- Certificate in Government Accounting Level 1 or;
- Completion of first year of BSc. Degree in Accounting/ Management Studies with Accounting or BBA Degree from an accredited University or;
- Completion of first year of ASc. Degree in Accounting/ Business Administration/ Business Studies from an accredited tertiary institution;
- Minimum of 2 years' experience in the accounting field.

### **Special Conditions Associated with the Job**

- There are no significant personal security risks associated with performing this role;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Tuesday, March, 4<sup>th</sup>, 2025 to:**

**Senior Director, Corporate Services  
Financial Investigations Division  
1 Shalimar Avenue  
Kingston 3**

Email: [careers@fid.gov.jm](mailto:careers@fid.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**