



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 87** **OSC Ref. C. 6608<sup>9</sup>**

**27<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 the **vacant post of Accounting Technician 2 (FMG/AT 2)** in the **Finance and Accounts Department, Institute of Jamaica**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **Job Purpose**

The incumbent is responsible for contributing to the efficient operation of the Finance and Accounts Department, by administering the Cash Book.

#### **Key Responsibilities**

##### ***Managerial/Administrative:***

- Documents and investigates any discrepancies related to the Bank Statement;
- Ensures that all salary related queries/complaints are acknowledged and resolved;
- Ensures the accuracy and integrity of data on accounting software system.

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

- Maintains Cash Book (Electronic & Manual) for recurrent and project accounts;
- Inputs sequentially cheque in Cash Book under various headings;
- Prepares Bank reconciliation Statement for Recurrent account;
- Verifies and prepares analysis travelling vouchers with Payroll Register that were uploaded with salary;
- Ensures that all written back cheques, cancelled cheques, debit and credit advices, are entered and reconciled in the Cash Book
- Adds new accounts to chart of accounts, upon request
- Backs-up and transfers cash book entries to general ledger;
- Prepares Salary Control for monthly and fortnightly payroll;
- Provides daily Cash Book balances;
- Authenticates prepared cheques and vouchers before they are signed and dispatched;
- Disburses cheque leaves from stock, as required;
- Exports data from AccPac Accounting Software into Excel, and produces reports using pivot table;
- Performs any other related duties that may be assigned from time to time.

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

##### **Core:**

- Excellent oral and written communication skills
- Teamwork and corporation
- Customer and quality focus

##### **Technical:**

- A good grasp of generally accepted accounting principles/practices (IFRS-International Financial Reporting standards);
- Proficiency in the use of accounting software applications (e.g. Peachtree, ACCPAC, Turbo Pay etc), and generally is technology oriented;
- Proficiency in the use of Microsoft Office Suite;
- Familiarity with established Government financial regulations/procedures (e.g. the Financial Administration and Audit Act and Procurement regulations);
- The ability to multi-task in a dynamic organizational environment;
- The ability to manage external/internal relationships with various stakeholders (subordinates, supervisor, Executive Director, Ministry of Finance, Ministry of Youth, Sports and Culture and other Government Ministries, Departments and Agencies);
- Demonstrate sound ethical standards, with a strong correlation between values and behaviours to build trust/credibility.

### **Minimum Required Education and Experience**

- Four GCE Ordinary Level subjects (Grades A-C), CXC (General, Grades 1-3) including Mathematics or Accounts and English Language;
- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of the second year of the BSc Degree in Accounting/Management Studies with Accounting at an accredited University; **or**
- Certificate in Government Accounting Level 2 from the Management Institute for National Development; **or**
- ASc. Degree in Accounting from the Management Institute for National Development
- Two (2) years' related working experience

Applications accompanied by résumés should be submitted **no later Thursday, 13<sup>th</sup> March, 2025 to:**

Director  
Human Resource Development and Management  
Institute of Jamaica  
10-16 East Street Kingston

Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.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