



## Office of the Services Commissions

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### **CIRCULAR No. 104** **OSC Ref. C.6608<sup>9</sup>**

**12<sup>th</sup> March, 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 following **temporary** posts in the **Institute of Jamaica (IOJ)**:

1. **Accounting Technician 2 (FMG/AT 2) - (1 Year Contract)**, salary \$1,711,060 per annum.
2. **Accounting Technician 1 (FMG/AT 1) - (1 Year Contract)**, salary \$1,711,060 per annum.

#### **1. Accounting Technician 2 (FMG/AT 2)**

##### **Job Purpose**

Under the direction of the Financial Controller, the Accounting Technician 2 has responsibility for the implementation and monitoring of commitment planning and control, ensuring that expenditures are within the limits of the approved budget and warrant allocation in respect of the Institute; credit card monitoring and control and assist with other financial and accounting operations.

##### **Key Responsibilities**

- Prepares monthly and weekly reports on activities;
- Contributes to the preparation of the Department's and Agency's Operational Plans, Budget and Cash Flow;
- Contributes to the documentation of accounting and operational procedures and guidelines, including systems of control, to facilitate the efficient management and delivery of service from the Department; implements/recommends initiatives to improve accounting processes and procedures;
- Prepares quarterly report on credit card operations;
- Attends meetings on behalf of the Finance and Accounts Department and/or the Agency, as directed;
- Contributes to the costing of the Institute's services;
- Obtains the organization's Tax Compliance Certificate (TCC);
- Conducts commitment planning and control, to ensure that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources, such as withholding statutory and other approved deductions;
- Assists the Financial Controller in apportioning the approved budget to reflect the categories of Inescapable, Priority and other commitments for the relevant financial year;
- Assists with reviewing the budget, from time to time, and adjusts to reflect changing patterns in the levels of funds released through the warrant and bank accounts;
- Prepares journal entry to book subvention to the accounting software;
- Posts details of monthly warrant allocation to the Commitment Control Register by Divisions and Departments, function, programme and project activity;
- Analyzes commitment requests from Divisions and Departmental Directors, determine the appropriateness of the expenditure, the accuracy of the charges and the availability of funds;
- Assists in committing the Agency's expenditure requests, by ensuring that all requisite sign offs and authorizations are complete;
- Advises the Financial Controller and/or Director, Finance and Accounts of imminent excesses on voted provisions;
- Prepares requests for approval by the Director, Finance and Accounts for virement of funds and supplementary provisions, when necessary;
- Assists in the preparation of the Estimates of Expenditure/Budget for the Institute;
- Assists in the preparation of the Cash Flow for the Institute;

- Assists in the preparation of supplementary estimates;
- Prepares Cash Management Reports which will facilitate a review of each Division and Department activity, reflecting their approved budget, warrant allocation, commitment to date, commitment discharged or undischarged and available balances on warrant and vote and Special Deposits;
- Monitors credit card to ensure funds are accurately accounted for and transactions posted to the General Ledger;
- Obtains from cardholders all bills, sales draft, invoices, statements, transaction receipts, etc., for all credit card purchases and ensures that they were valid official transactions;
- Prepares a monthly reconciliation between the amount claimed by the bank for payment and the cardholder's bills, receipts etc.;
- Ensures that legitimate credit card payments are made promptly and in full, to avoid any finance charges;
- Posts transactions to the accounting software;
- Monitors transfer of warrant to the National Gallery of Jamaica and submits the allocation;
- Prepares Bank Reconciliation Statements in the absence of the responsible officer;
- Performs filing of financial records;
- Assists in month-end closing reporting procedures;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of generally accepted accounting principles (IFRS – International Financial Reporting Standards)
- Knowledge of Government of Jamaica Accounting principles, procedures and regulations.
- Knowledge of the FAA Act
- Knowledge of public sector budget preparation and administration
- Knowledge of Government procurement guidelines
- Knowledge and experience in Government accounting
- Knowledge of SAGE accounting software
- Knowledge of IOJ's policies and procedures
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Technical skills
- Negotiation skills
- Compliance
- Goal/Results Oriented
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Managing external relationships

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

- AAT Intermediate stage; **or**
- ACCA-CAT Level 2; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Certificate in Government Accounting Levels 1 & 2
- Two (2) years' related working experience

## **2. Accounting Technician 1 (FMG/AT 1)**

### **Job Purpose**

Under the general direction of the Financial Controller, the Accounting Technician 1 has responsibility for the payables function of all Divisions and Departments of the Institute ensuring the preparation of payments in an efficient and effective manner, and the maintenance of accurate accounts payables records.

### **Key Responsibilities**

- Maintains a filing system for financial documents;
- Checks and verifies all payment requests;
- Sets up vendors in the Accounts Payable Module in SAGE;
- Maintains vendor files;
- Codes expenses to the General Ledger, enters and posts invoices into the accounting software;
- Keeps track of outstanding payments and prepares a month-end payables report;
- Monitors payable accounts to ensure that payments are up to date;
- Creates payment batches and posting of payments to vendors accounts in the accounting software;
- Prepares and performs cheque runs;
- Prepares and processes electronic transfers and payments;
- Prepares payment vouchers with proper coding of accounts for all payments for approval;
- Prepares relevant journals for verification and posting to the General Ledger;
- Reconciles accounts payables transactions, General Ledger and Sub Ledger;
- Prepares Expenditure Statements for Divisions and Departments monthly;
- Assists with the preparation of non-statutory deduction payments;
- Prepares the GCT report monthly for submission to the Ministry;
- Prepares GCT Tax Withholding Certificates (TWC);
- Prepares GCT journals and payments;
- Maintains a schedule of payments to Council and Board members;
- Maintains a schedule for all rentals, identifying changes in contract terms and implementation;
- Prepares tuition refunds and personal reimbursements to staff;
- Prepares income and expense audit schedules and supporting documents requested by the Internal and External Auditors;
- Maintains Accounts Payable records, journals, ledgers and administrative tasks;
- Prepares varied reports monthly;
- Assists in month-end closing reporting procedures;
- Attends meetings on behalf of the Finance and Accounts Department and/or the Agency, as directed;
- Participates in the efforts of the Finance and Accounts Department Team to achieve Departmental and Institute goals; demonstrates and upholds the Institute's core values in personal and professional behaviours;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of generally accepted accounting principles (IFRS – International Financial Reporting Standards)
- Knowledge of Government of Jamaica Accounting principles, procedures and regulations.
- Knowledge of the FAA Act
- An understanding of Government's budgeting process
- Knowledge of Government procurement guidelines
- Knowledge of SAGE accounting software
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Problem-solving and decision-making skills
- Planning and organizing skills
- Managing external relationships

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

- AAT Intermediate stage; **or**
- ACCA-CAT Level 2; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Certificate in Government Accounting Levels 1 & 2
- Two (2) years' related working experience

Applications accompanied by résumés should be submitted **no later than Tuesday, 25<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**