



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 216 **OSC Ref. C. 5849/S15⁶**

17th June, 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 following **vacant** posts in the **Finance and Accounts Branch, Court Administration Division, Supreme Court:**

1. **Bank Reconciliation Officer (FMG/AT 3)** - salary range \$2,190,302 - \$2,945,712 per annum
2. **Payments Officer (FMG/AT 3)** - salary range \$2,190,302 - \$2,945,712 per annum

1. Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

Under the leadership and direction of the Director, Final Accounts and Reporting, the Bank Reconciliation Officer is responsible for the management and control of activities on the bank accounts and other dedicated GOJ accounting system for the Court Administration Division and Judiciary. The officer performs verification and reconciliation of accounts, identifies irregularities and variances, and undertakes the required activities, to ensure speedy resolution and timely completion of financial reports.

Key Responsibilities

Technical/Professional:

- Contributes to the Final Accounts and Reporting Branch's efforts to produce consistently accurate data, timely information and reports, by:
 - ✓ Undertaking reconciliation of the CAD's and Judiciary's salary and recurrent accounts in accordance with established Government accounting policies and guidelines
 - ✓ Gathering and analyzing data, to ensure bank reconciliations and other accounting related activities are statutorily and legally appropriate and within the guidelines of FAA Act and instructions
 - ✓ Preparing a variety of reconciliation and accounting reports using computer accounting systems; researching accounting discrepancies, determining most appropriate methods to correct discrepancies and preparing corrections
 - ✓ Preparing and distributing correspondence to other Branches of the Finance & Accounts Division and financial institutions to resolve discrepancies identified in the reconciliation process;
 - ✓ Advising the bank of errors in respect of items on the Bank Statement and follows up with bank until errors are corrected
 - ✓ Ensuring that Bank Statements are properly posted to the system
 - ✓ Ensuring the creation of journals to correct issues identified during the completion of the previous month's reconciliations
 - ✓ Verifying the reliability and accuracy of bank balances in the General Ledger and Trial Balance;
- Investigates and follows up on all outstanding items on bank reconciliation statements, with responsible persons and various organizations, including banks, individual Courts contractors, service providers, etc.;
- Identifies old and irrecoverable amounts on bank reconciliation, and advises the Director, Final Accounts and Reporting, on possible ways to resolve them;
- Examines and provides monthly summary of bank reconciliation activities, for review by the Director, Final Accounts and Reporting, ensuring identifies errors found are made known;
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations;

- Takes the necessary steps to correct variances, resolve irregularities, and ensures that the reconciliation is balanced and free from error;
- Works closely with the Director, Final Accounts and Reporting, in ensuring that adequate internal controls are maintained in the opening and closing of new and old bank accounts;
- Prepares schedules and reconciliations necessary to assist in preparing the audited Financial Statements, Quarterly Financial Reports and Schedules, as required by the FAA Act and Instructions, as well as IPSAS - IFRS;
- Keeps current with the latest tools/techniques in Public Financial Management (specifically Bank Reconciliation), to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

Management/Administrative:

- Develops Individual Work Plans, based on alignment to the overall plan for the Branch;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resource:

- Contributes to, and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Demonstrated negotiation skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Knowledge of financial and accounting principles and practices
- Knowledge of the preparation of Financial Statements and Reports
- Knowledge of Audit principles and techniques
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions), Public Expenditure Policy and Public Finance Management Reforms
- A strong sense of trust and a high level of confidentiality and integrity
- Knowledge of GOJ's ICT Finance and Accounting systems
- A high level of initiative and self-motivation
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and projects

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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 three (3) years of any of the Bachelor's Degree programmes mentioned above.

2. Payments Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Senior Payments Officer, the Payments Officer is responsible for the preparation and posting of payment vouchers for goods, services, travelling claims and specialized judicial accounting services, for selected areas in the CAD and Judiciary. Additionally, the Payments Officer executes the processes related to the 3% Withholding Tax regime and other similar arrangements.

Key Responsibilities

Technical/Professional:

- Prepares recurring payment vouchers according to the correct code classification, and submits for post check and approval;
- Posts data on recurring payment vouchers to relevant System;
- Checks travel claim vouchers for accuracy, correctly codes and submits for post check and approval;
- Effects recurring payments and juror claims for final approval by accountable officer, by sending payment information to the Treasury Single Account;
- Effects specialized payments for final approval by accountable officer from internal accounts, such as Bail, Suitors, etc.;
- Updates travel registers with the travelling officers' current motor vehicle information, and records all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Management and Development Branch, for copies of travelling officers' valid car documents, when they are due;
- Liaises with the Public Procurement and Management Accounts Branches for clarification/verification of information relating to Purchase Orders, where necessary;
- Prepares Withholding Tax Certificates on the Tax Administration Jamaica (TAJ) portal;
- Updates and maintains the Withholding Tax Certificates Registers, and issues certificates to clients/suppliers;
- Prepares and updates Withholding Tax Certificates and other related statutory obligation reports for the Manager, Payment Services;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) monthly;
- Ensures that returns filed monthly are comprehensive and accurate;
- Updates and maintains all payments information and records;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payables and Payroll), to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

Management/Administrative:

- Develops Individual Work Plans, based on alignment with the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resource:

- Contributes to, and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of, and conducts presentations on role of Division/Unit, for the Orientation and Onboarding programme;
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Financial and Accounting Principles and Practices – Payment Management
- Excellent judgment and decision-making skills
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms
- Knowledge of GOJ Payables and Payroll Procedures
- A strong sense of trust and a high level of confidentiality and integrity
- Knowledge of GOJ ICT Finance and Accounting systems

- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Strong analytical and problem-solving skills
- Strong leadership skills

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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 three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications, accompanied by résumés, should be submitted **no later than Monday, 30th June, 2025 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
Public Building West
King Street
Kingston**

Email: hrma@jamaicajudiciary.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**