



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 342 **OSC Ref. C. 6555¹³**

24th November, 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 post of **Accounts Payable Officer - (Level 4) (vacant)** post in the **Finance and Accounts Branch, Jamaica Intellectual Property Office**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

To contribute to the efficient and orderly operations of the Finance and Accounts Branch by ensuring that cash received are properly recorded, classified and accounted for in accordance with established procedures and regulations.

Key Responsibilities

- Assists in the maintenance of a filing system for financial documents;
- Prepares and verifies the accuracy of statutory and non-statutory deductions before cheques are typed;
- Prepares GCT refund applications;
- Conducts research on queries both internal and external;
- Logs cheques in register and generates voucher numbers;
- Verifies entries in the value book against the money received;
- Prepares lodgements for the bank;
- Maintains the Petty Cash imprest;
- Enters all cheques received in the cheques book and prepares cheques for payment as the need arises;
- Issues receipts and invoice books and keeps a record for purposes of internal control and audit;
- Disburses stationeries and tea supplies from utility room;
- Maintains records of all auxiliary and official receipts;
- Procures goods and services;
- Maintains Equipment Repair records;
- Collects fees for registration of intellectual property and assists with customer queries;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required;
- Conducts asset audits and maintains accurate records of JIPO's fixed assets;
- Checks the accuracy of invoices submitted;
- Submits relevant guidelines, in writing, to the Management team, on matters relating to procurement procedures and other matters;
- Identifies improvements to the accounts payable process;
- Receives and forwards all approved memos for the preparation of cheques to the Management Accountant;
- Prepares trend analysis reports for purchases and disbursement;
- Cashiering duties as the need arises;
- Performs other related duties assigned.

Required Knowledge, Skills, and Competencies

Core Competencies

- Oral and Written communication
- Teamwork and co-operation
- Customer and quality focus

Technical Competencies

- Knowledge of Government Accounting principles.
- Computer literacy.
- Ability to carry out all aspects of the job effectively and efficiently.
- Knowledge of Peachtree Accounting Software
- Knowledge in GOJ procurement guidelines

Minimum Required Qualification and Experience

- Fiver (5) CXC or GCE Ordinary Level subjects including Mathematics, Accounts and English Language
- MIND Certificate in Government Accounting would be an asset
- One (1) year related working experience in a similar capacity

Applications accompanied by résumés should be submitted **no later than Friday, 5th December, 2025 to:**

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Email: hrma@jipo.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**