



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 358

2nd December, 2025

OSC Ref. C.6608¹⁰

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 post of **Bank Reconciliation Officer (*contractual*)** in the **Institute of Jamaica**, salary \$2,000,000 per annum.

Job Purpose

Under the direction of the Accounting Technician 3, the Bank Reconciliation Officer has responsibility for monitoring and preparing all bank reconciliation activities for all bank accounts operated by the Institute of Jamaica, with major emphasis on bringing up to date the Main Recurrent Account from April 2021 to present.

Key Responsibilities

- Monitors all banking activities in order to detect irregularities and prevent fraud;
- Ensures that any discrepancies identified are brought to the attention of the Director, Finance and Accounts and Accounting Technician 3, in a timely manner, for effective resolution;
- Monitors the movement of funds between the bank accounts and ensures that all supporting accounting entries are accurately made;
- Records bank charges, interest, direct debits and other transactions not reflected in the Cash Book;
- Prepares and codes journal entries with the appropriate General Ledger account number and submits to the Accounting Technician 3, for review;
- Maintains accurate records of unrepresented cheques, deposits in transit and other reconciling items;
- Prepares Bank Reconciliation Statements monthly, for all bank accounts;
- Prepares and updates the bank reconciliation for the account that has a backlog;
- Ensures all reconciliations comply with GOJ's financial regulations and internal control standards;
- Enters transactions in the General Ledger;
- Maintains required files, reports and data;
- Files bank reconciliation and bank statements after approval by the Accounting Technician 3;
- Assists the Internal Auditors and External Auditors with documentation and explanations;
- Assists in month-end closing reporting processes.

Required Knowledge, Skills and Competencies

- Knowledge of SAGE accounting software
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Technical skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Methodical
- Meticulous

- Good time management skills
- Good analytical skills
- Ability to work under pressure

Minimum Required Qualification and Experience

- AAT Level 3; **or**
 - ACCA-CAT Level 3; **or**
 - ACCA Level 1; **or**
 - Diploma in Accounting; **or**
 - A.Sc. in Accounting, MIND; **or**
 - Completion of revised Certificate in Government Accounting Course; **or**
 - Bachelor's Degree in Accounting or Management Studies, majoring in Accounting.
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- Two to three (2-3) years related experience.

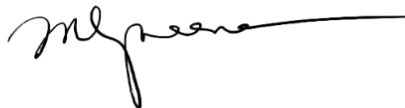
Applications accompanied by résumés should be submitted **no later than Monday, 15th December, 2025, to:**

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

Email: 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.



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