



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 357**

**OSC Ref. C.6222<sup>14</sup>**

**2<sup>nd</sup> December, 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 **General Accounting Supervisor (FMG/AT 3)** in the **Postal Corporation of Jamaica Limited**, salary range \$2,190,302 – \$2,945,712 per annum.

### **Job Purpose**

The incumbent has primary responsibility for leading, directing and providing oversight to a team of officers charged with the responsibility of accounting for revenue from all commercial ventures (wholly owned or joint), which are delivered from Postal Counters islandwide and from Head Office Corporate Accounts. He/She will ensure that the accuracy and completeness of information gathered and recorded in the Accounting System, are in keeping with the Accounting Policies and Procedures of the Postal Corporation, adherence to all GOJ regulations, as embodied in the Financial Audit and Administration (FAA) Act and Instructions.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Directs the work of the general Revenue Team of the Unit, including overseeing the developed Unit Plans and Individual Desk Plans, and monitors the Unit's achievement against them;
- Participates in the development of the Finance Unit's Operation Plan and Strategies and provides the Management Team with sound financial advice;
- Develops the Unit Plans to reflect the operational objectives/target/goals for the Unit;
- Collaborates with direct supervisor in the preparation of Individual Work Plan, for signing and submission;
- Advises the Director of Finance on financial performance of the Unit and on its financial status.

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

- Prepares monthly Commission Statement/Invoice for Third Party customers;
- Reconciles the Main Registered Section (MRS) transfers and Value and Nil Value items;
- Reconciles Bill Payment Collections daily;
- Notifies Supervisors of any discrepancies arising from reconciliations;
- Prepare Submission Requests for payment, supported by Cash Account Statements from Post and Telecommunication Department;
- Ensures that locations are provided with adequate stationery supplies, in keeping with internal system of accounting for replenishment;
- Ensures that locations are provided with packaging supplies for resale, in keeping with internal system of accounting for replenishment;
- Ensures the maintenance of stores holding stationery and packaging supplies;
- Prepares and Submits Monthly Attendance Reports;
- Provides detailed usage report for printer inks;
- Requests for supplies, in keeping with developed reorder levels from external and internal stores;
- Prepares monthly Point of Sale Reports for submission to Revenue Officer.

**Human Resource Management:**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and or organizational goals through the development of Work Plans;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave, in accordance with established human resource policies and procedures;
- Assists with the development and implementation of a succession planning programme for the Division/Unit, in collaboration with the Human Resource Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit, are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Performs any other related duties assigned.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Adaptability
- Customer and quality focus
- Teamwork and co-operation
- Goal/Results oriented
- Financial and business acumen
- Good analytical thinking skills
- Good planning and organising skills
- Ability to manage external relationships
- Methodical
- Impact and influence
- Good use of technology
- Good leadership and people management skills
- Strategic vision
- Excellent knowledge of Accounting Principles and Practices, as well as Public Administration
- knowledge of the GOJ's Accounting Standards
- Expert knowledge of the FAA Act and Regulations
- Good knowledge of the PostCorp products and Services
- Good knowledge of the Public Bodies and Management Accountability Act
- Awareness of Government procurement policies
- Proficient in Computer Application (Excel, Access, Word, etc.)
- Knowledge of Accrual Accounting Principles, International Financial Report Standard requirements
- Knowledge of Management Accounting Principles

**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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- ASc. 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 Bachelor's Degree programmes mentioned above.

**Special Condition Associated with the Job**

- Will be required to travel to postal points across the island.

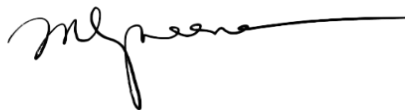
Applications accompanied by résumés should be submitted **no later than Monday, 15<sup>th</sup> December, 2025, to:**

**Director, Human Resource Management and Administration  
Postal Corporation of Jamaica Limited  
6 – 10 South Camp Road  
Kingston**

**Email: [hrma@jamaicapost.gov.jm](mailto:hrma@jamaicapost.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)**