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CIRCULAR No. 143
OSC Ref. C.5849¹⁰

11th June, 2018

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 **Accountant (FMG/PA 2)** in the **Legal Aid Council, Ministry of Justice**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Executive Director, the incumbent ensures the effective, efficient and economical use of the Council's funds in the fulfillment of its objectives.

Key Responsibilities

Management:

- Prepares and submits financial activity and other reports as required;
- Reviews and recommends and/or implements Accounting procedures to ensure that the Council meets/maintains general accepted Accounting standards and Accounting procedures of the Ministry;
- Approves bills and recommends them for payment;
- Ensures that claims for Attorneys are logged and listed for payment;
- Responds to Attorneys queries on matters relating to the areas of responsibility;
- Prepares and submits the Council's budget;
- Performs any other duties assigned.

Technical:

- Responds to Audit queries;
- Advises and makes recommendations on Financial matters;
- Ensures the security of Accounting records;
- Oversees the maintenance of Financial records;
- Provides explanation for variation between budgetary allocation and expenditure;
- Ensures compliance with Accounting policies and procedures;
- Ensures that the Council's resources are utilized efficiently;
- Performs any other duties assigned.

Human Resource Management:

- Manages the welfare and development of direct report through coaching, mentoring, Performance Appraisals and training;
- Recommends leave and disciplinary action in keeping with Human Resource policies and procedures;
- Ensures that direct reports are aware of and adhere to policies, procedures and regulations of the Ministry;
- Participates in the recruitment of staff relating to the area of responsibility;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Government Accounting principles and practices
- Excellent knowledge of the organization policies and procedures
- In-depth knowledge of budgeting principles

- Excellent planning and analytical skills
- Excellent interpersonal and customer service skills
- Excellent presentation, written and oral communication skills
- Excellent time management skills
- Ability to lead and work in teams
- Working knowledge of relevant computer software applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University, plus three (3) years' relevant experience, **or**;
- ACCA Level 2, plus three (3) years' relevant experience, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND, plus five (5) years' relevant experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th June, 2018 to:**

**Executive Director
Legal Aid Council
The Air Jamaica Building, Ground Floor
72 Harbour Street
Kingston**

Email: aid.legal@moj.gov.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**