



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 95
OSC Ref. C.5849¹¹

19th March, 2019

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 **Accounting Technician (FMG/AT 3)** in the **Legal Aid Council**, salary range (as @ April 1, 2019) \$1,091,031 – \$1,296,893 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Executive Director, the incumbent manages and monitors the financial operations of the Council.

Key Responsibilities

- Tracks and records the income and expenditure of the Council;
- Prepares payment vouchers;
- Attends workshops and training;
- Maintains Petty Cash Imprest;
- Maintains electronic database of Attorney's claims for payments;
- Sorts, selects and submits Attorney's claims for payments;
- Prepares cheque leaves for refund to clients;
- Prepares and maintains accounting records as required by the Financial Regulations.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government Accounting policies and practices
- Working knowledge of relevant computer application
- Good interpersonal and customer relation skills
- Good oral and written communication skills
- Ability to work in a team

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND **or**;
- Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University;
- Two (2) years' experience in Government Accounting.

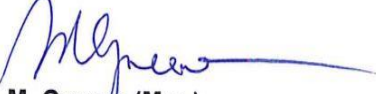
Applications accompanied by résumés should be submitted **no later than Monday, 1st April, 2019 to:**

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

Email: aid.legal@moj.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)