

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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CIRCULAR No. 82
OSC Ref. C.6276¹¹

11th March, 2019

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Chief Revenue Collection Officer (FMG/PA 2)** in the **Kingston and St. Andrew Municipal Corporation (KSAMC)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.

Key Responsibilities

Under the direction of the Town Clerk, the incumbent:

- Establishes Policies, Principles and Methodology for the setting and amending of Local Rates, User Fees and License Fees to adequately finance the Council's operations;
- Enhances the Council's revenue collection machinery and implements more effective remedies and penalties to deal with non-compliance;
- Ensues that the KSAMC has within its control, but subject to National Policy Guidelines, the means to generate adequate levels of revenue to finance its various services and operations, and to respond to the needs of the citizens of the Municipality;
- Identifies sources from which local services can be financed, and the levels of income which have the potential to generate the required funding;
- Obtains the necessary approved Policy Directives for the designation of identified sources of revenue and taking the necessary legislative and procedural action to facilitate implementation (eg. Loan sourcing);
- Establishes and maintains Data Base of all licences in the Parishes of Kingston and St. Andrew;
- Receives and expeditiously brings to account, all monies payable to the KSAMC;
- Reconciles and does preparatory analysis of the account receivables;
- Carries out routine checks by: -
 - ✓ Monitoring the Cashier(s) to ensure the smooth flow of collection (of money) and that any errors are adjusted immediately
 - ✓ Checking all documents to make sure that payments correspond with official assessments;
- Prepares Monthly Cash Flow Statements and Quarterly Funds Flow Statements for the Corporation;
- Prepares Quarterly Statements of outstanding receivables.

Required Knowledge

- Thorough knowledge of Financial Management

Minimum Required Qualification and Experience

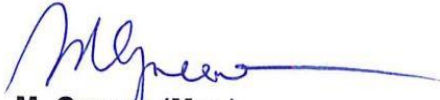
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University, **OR**;
- ACCA level 2, **OR**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Friday, 22nd March, 2019 to:**

Secretary
Local Government Services Commission
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

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.



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