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CIRCULAR No. 180
OSC Ref. C.6276¹¹

9th July, 2018

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 post of **Financial Accountant (FMG/PA 2) – (Contractual)** in the **Social Development Commission**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.

Job Summary

Under the general direction of the Financial Controller, the Senior Accountant is responsible for:

- Preparing Annual and Monthly Financial Statements;
- Preparing Monthly Reports (15th of each month) on Recurrent Financial Statement;
- Supervising Accounting Officers and Accounting Technician.

Key Responsibilities

- Maintains and checks General Ledger including:
 - ✓ Chart of Accounts
 - ✓ Procedure manual
 - ✓ Financial reports;
- Prepares Financial Statements – Recurrent (monthly) and reports for meetings;
- Monitors General Ledger: - Recurrent (I&E + B/S);
- Maintains Parish Accounting Manual;
- Checks all lodgments;
- Checks all payroll transfer via ACCPAC;
- Monitors and checks re-imburement and Parish Impress Account;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Good Oral and Written Communication skills
- High degree of Interpersonal skills including tact and confidentiality
- Sound judgment and initiative
- Strong Analytical Skills
- Proactive
- Ability to work without supervision and under pressure
- Ability to establish and maintain effective working relationship with management, employees and stakeholders.
- Ethical
- Confidential
- Ability to work in a team
- Proficiency in Microsoft Excel, Accounting software

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration majoring in Accounting;
- AAT Level III or ACCA Level II or equivalent training from a recognized institution;
- Five (5) years' experience in similar position.

Special Conditions Associated with the Job

- Will be required to work in excess of the above stated hours (including Saturdays and Sundays) to accomplish objectives (not eligible for overtime payment);
- Position requires the use of personal vehicle in the execution of duties, hence, individual must be physically capable of operating the vehicle safely, possess a valid Driver's Licence and have an acceptable driving record;
- Some pressure to meet deadlines is anticipated.

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

**Director
Human Resource Management and Development
Social Development Commission
22 Camp Road
Kingston 5**

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)**