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CIRCULAR No. 168
OSC Ref. C.4857¹⁴

28th 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 following vacant posts in the **Ministry of Transport and Mining**:

1. **Senior Manager, Final Accounts (FMG/PA 3)**, salary range \$2,246,451 – \$2,670,325 per annum and any allowance(s) attached to the post.
2. **Accountant, Final Accounts (FMG/PA 1)**, salary range \$1,228,815 – \$1,638,806 per annum and any allowance(s) attached to the post.
3. **Senior Bank Reconciliation Officer (FMG/AT 3)**, salary range \$1,049,068 – \$1,247,012 per annum and any allowance(s) attached to the post.
4. **Senior Accounts Payable Officer (FMG/AT 3)**, salary range \$1,049,068 – \$1,247,012 per annum and any allowance(s) attached to the post.
5. **Senior Payroll Officer (FMG/AT 3)**, salary range \$1,049,068 – \$1,247,012 per annum and any allowance(s) attached to the post.

1. Senior Manager, Final Accounts (FMG/PA 3)

Job Purpose

The incumbent will be responsible for the preparation of the consolidated accounts of the Ministry and all its Departments on an Accrual Accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

Key Responsibilities

- Ensures that the Ministry's accounts are prepared according to the requisite Accounting Standard and Guidelines issued through Ministry of Finance and the Public Service;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the Financial Statements are supported by adequate notes where required by the requisite accounting standards;
- Reviews Annual Reports of Agencies within the scope of the Ministry and provides report on consistency/accuracy of information and performance;
- Prepares and submits report to supervisor on the status of the Monthly and Annual Accounts, as well as Work Plan, to clear any accounting arrears (if any);
- Ensures that the accounts are prepared according to the Requisite Accounting Standard and guidelines issued through the Ministry of Finance and the Public Service;
- Ensures that all transactions related to the bank are promptly accounted for and are properly brought to account;
- Ensures that all Bank Accounts and Central Payment Account (CPA) are reconciled monthly and that there is no fraud or overdraft;
- Ensures that the related Cash Books are properly maintained;
- Receives and arranges for the posting (input) of all financial data, consisting of analysis of Expenditure Statements submitted by the Ministry's Agencies, journal vouchers etc., ensuring the accurate posting of these transactions on the Financial Management System;

- Maintains the Financial Management system by closing periods, updating users, chart of accounts and sub-ledger accounts;
- Ensures the preparation and maintenance of schedules (Monthly/Quarterly/Annual) and variance analysis to support the Financial Statements provided;
- Vets and monitors the subsidiary ledgers (deposits and advances) to ensure that they are properly maintained and reconciled with the Main Ledger Control Accounts totals and that they adhere to established Accounting practices and standards;
- Ensures the proper security and safe keeping of all records utilized by the Unit;
- Conducts regular monthly review of Advances and Deposits balances to ensure that:
 - ✓ Advances/deposits are all classified in the correct category and that there is no single account in more than one category
 - ✓ Balances held on each advance account reflect a debit or nil balance and that those which are in credit can be explained or dealt with
 - ✓ Balances for each deposit account are in credit and those that are all in debt can be explained and are being dealt with
 - ✓ Advances are being cleared within a reasonable time or as stipulated by law;
- Supervises and manages the Final Accounts Unit by:
 - ✓ Establishing targets and setting assignments
 - ✓ Reviewing performance of staff and the Unit
 - ✓ Conducting on the job training
 - ✓ Assisting staff in resolving technical problems;
- Maintains manuals and other directives in respect of the various accounting procedures, practices and systems to be observed ensuring that the staff are provided with up-to-date copies of the Financial Administration and Audit (FAA) Act, Regulations and Instructions, Ministry of Finance and the Public Service's Circulars, Accounting Manual and kept abreast of subsequent modifications/updates to operational procedures;
- Responds to queries in relation to Financial Statements to include the quarterly review and reporting on compliance at the transactional level;
- Trains members of staff on all the complexities and intricacies regarding the preparation of accounts.

Required knowledge, Skills and Competencies

Technical:

- Skill in operating computerized Accounting systems
- Expertise in Accrual Accounting
- Excellent knowledge in Accrual Accounting

Core:

- Good analytical and problem solving skills
- Good leadership and team building skills
- Excellent judgment, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent oral and written communication skills
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

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

2. Accountant, Final Accounts (FMG/PA 1)

Job Purpose

Under the general supervision of the Senior Manager Final Accounts the incumbent will be directly responsible for the preparation of the Ministry's accounts on an accrual accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

Key Responsibilities

- Ensures that all Accounts Receivables, Accounts Payable, Income Receivable, Accruals, prepayments, receipts, lodgments, payments, depreciation provisions, other provisions etc., are accurately and properly brought to account in the period to which they relate;
- Ensures that all journal vouchers (for salary, advance clearance and other adjustments) in respect of the Monthly Accounting have been correctly posted and are properly reflected in the accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought into account;
- Ensures that the Original Estimates, Supplementary Estimates and Revenue Estimates are properly brought to account under the relevant Heads of Estimates;
- Ensures that Warrant issues, Warrant transfers, Warrant adjustments and Cash Advances are properly brought to account under the relevant Heads of Estimates;
- Prints and checks Financial Statements for accuracy and completeness in respect of all Heads of Estimates;
- Resolves all errors found when checking statements and transmits to Final Accounts Manager for review;
- Prints and signs all relevant Financial Statements for all Heads of Estimates then submits same to Final Accounts Manager;
- Certifies Final Accounting and payment related transactions on the Ministry's FINMAN system;
- Checks and Certifies the reconciliation of the Central Payment Account (CPA);
- Prepares Monthly and Annual Variance Analysis to support Financial Statements;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Expertise in Accrual Accounting
- Excellent knowledge of the Government of Jamaica's Regulations related to Public Sector Accounting
- Experience in Public Sector Final Accounts procedures
- Skills in operating Government of Jamaica's Computerized Accounting System

Core:

- Good organizing skills
- Excellent oral and written communication skills
- Good problem solving skills
- Ability to work in a team
- Excellent interpersonal and influencing skills
- Ability to cope well under pressure and to meet deadlines

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **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, **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

3. Senior Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

Under the general supervision of the Senior Manager, Final Accounts, the incumbent will be directly responsible for the proper and timely reconciliation of the Ministry's Bank and Central Payment Accounts (CPA).

Key Responsibilities

- Ensures that Bank Statements and cashed cheques are collected promptly from the bank;
- Ensures that cheques are properly checked against the Bank Statements to determine discrepancies;
- Requests information from the bank's Operations Manager regarding items appearing on the Bank Statements;
- Drafts letters to bank regarding unresolved issues relating to the reconciliation of accounts;
- Requests pertinent records and information from the Accounts Payable and Disbursement, as well as Payroll Units;
- Ensures that Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Refers bank charges, debit advices, credit advices, stale cheques etc. to Journal Clerk for the preparation of the journal;
- Advises bank of errors in respect of items on the Bank Statement and follows up with bank until errors are corrected;
- Liaises with responsible officer for the Ministry at the Accountant General's Department for reconciliation;
- Rectifies discrepancies found on the Central Payment Accounts with the Accountant General's Department;
- Follows up on adjustment/variations found on Central Payment Accounts;
- Submits completed Reconciliation Statements to the Manager, Final Accounts;
- Prepares and maintains Monthly and Annual Schedules to support the Financial Statements;
- Provides support for the maintenance of the Financial Management System;
- Provides support for the preparation of commitments;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of computerized Accounting systems
- Knowledge of the Government of Jamaica's regulations related to Public Sector Accounting
- Experience in effecting manual and automated bank reconciliations

Core:

- Good organizing skills
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in a team
- Ability to cope well under pressure and meet deadlines

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 Level 1, 2 & 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

4. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

The incumbent will be responsible for the processing of payments.

Key Responsibilities

- Receives invoices, claims, bills etc. and prepares payment vouchers accordingly;

- Records all bills, claims, contracts etc. and other pertinent particulars/information in the “incoming Bill Book”;
- Prepares covering payment vouchers etc. for bills, claims, contracts, etc. received;
- Batches and prelists payables for entry on the Financial Management System;
- Tallies payment vouchers by each head of estimate and completes batch control forms, which is intended to ensure that the control totals for the posted batches of bills agree with the generated system totals;
- Creates new client list on the FINMAN;
- Insert details of payment vouchers on the system ensuring that they are posted to the relevant heads of estimates and that the correct event codes are applied;
- Generates input list of posted transactions and verifies data entered on the system by comparing the posted transaction totals with the control totals for the batches payment vouchers and corrects any errors found by way of the editing process;
- Re-runs transaction list to ensure accuracy;
- Prints transaction listings and submits along with payment vouchers and supporting documents to supervisor for verification;
- Maintains Attendance Register and prepares Monthly Returns for submission to Human Resource;
- Maintains files and Leave Records in respect of staff in Accounts;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent computing skills including FINMAN data entry
- Knowledge in the preparation of payment voucher
- Knowledge of the Government of Jamaica’s Regulations/Instructions related to Public Sector payments and procurement
- Knowledge of Government of Jamaica’s Accounting code classification

Core:

- Good work attitude and team skills
- Good interpersonal skills
- Ability to cope well under pressure

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 Level 1, 2 & 3 or;
- Bachelor’s Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

5. Senior Payroll Officer (FMG/AT 3)

Job Purpose

The incumbent will be responsible for the control and payment of Monthly Payrolls assigned.

Key Responsibilities

- Ensures the timely and accurate preparation of the monthly payrolls assigned;
- Enters all relevant information in connection with the payment of salaries to the payroll system including: salary particulars for new employees, new appointments (promotions) and acting appointments, details of deductions to be made from salaries, transfers, resignations, dismissals, Study Leave, Vacation Leave and dates of resumption;

- Certifies payroll data on the Ministry's computerized payroll system and all payroll transactions for monthly and fortnightly paid staff;
- Certifies covering vouchers for the funding of monthly salaries and salary remittances (deductions);
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balance the "On and Off" Salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes re acting appointment;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the cashier for issue to the relevant persons on payday;
- Checks and verify that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, N.I.S and N.H.T. are made promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments budgets by providing the Management Accounts Unit with the following particulars on each member of staff: name of employee, present salary, date of appointment, anniversary date for the payment of incremental salary adjustment etc.;
- Provides letters to employees or organizations on behalf of employees (salary payable, N.H.T. contributions, Income Tax, etc.);
- Prepares returns;
- Dispatches salary cheques;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of computerized Accounting systems
- Knowledge in Payroll Accounting
- Knowledge of the Government of Jamaica's regulations related to Public Sector payments
- Experience in Government Payroll

Core:

- Good analytical and judgment skills
- Excellent time management and organizing skills
- Good oral and written communication skills
- Good problem solving skills
- Ability to work in a team
- Ability to cope well under pressure and meet deadlines

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 Level 1, 2 & 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th July, 2018 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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)**