



## Office of the Services Commissions

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### **CIRCULAR No. 66** **OSC Ref. C. 6276<sup>14</sup>**

7<sup>th</sup> April, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Ministry of Local Government and Community Development**:

1. **Senior Final Accountant (FMG/PA 2) (vacant)- Finance and Accounts Division (Final Accounts and Reporting Branch)**, salary starting at \$4,266,270 per annum.
2. **Commitment Control Officer (FMG/AT 3) (not-vacant) Finance and Accounts Division (Management Accounts Branch)**, salary starting at \$2,190,302 per annum.
3. **Groundsman (LMO/TS 2) (vacant)-Corporate Services Division (Facilities Management & Administration Branch – Property, Security & Emergency Management Section)**, salary starting at \$18,647 per week.

#### 1. **Senior Final Accountant (FMG/PA 2)**

##### **Job Purpose**

Reporting to the Director, Final Accounts & Reporting, the Senior Final Accountant is responsible for 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**

###### ***Management/Administrative:***

- Develops Individual Annual Work Plan based on the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards, and measurements.

###### ***Technical/Professional:***

- Ensures Direct Treasury Payment Vouchers are prepared on GFMS in relation to expenditure paid by Accountant General's Department;
- Provides advice on outstanding balances on advances to or from individuals or organizations;
- Examine receipts/bills and post Journal Vouchers for personal advances and clear advances expeditiously by liaising with Director, Final Accounts and Reporting;
- Ensures the preparation of Journals for all advances received from Accountant General Department and the Ministry of Finance and the Public Service;
- Ensures AIA Statements are collected from the relevant Agencies and Parochial Revenue Fund Branch on a timely basis;
- Prepares and maintains AIA schedule monthly and notifies the Director, Final Accounts and Reporting of any necessary adjustments or variances;
- Ensures AIA Vouchers are accurately posted to GFMS system on a monthly basis;
- Ensures that Approved Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads;
- Ensures that Warrant Issues, Warrant Transfers, Warrant Adjustments, and Cash Advances are properly brought to account under the relevant Heads;
- Prints and checks the Financial Accounts and Management Accounts for accuracy and completeness;
- Ensures Journal Vouchers to the GFMS System in relation to payments paid by Real Time Gross Settlement (RTGS) monthly for Deposit Account payments in excess of the RTGS threshold;
- Prepares and maintains virement breakout schedule for each virement done within the Financial Year;

- Assists with the preparation of the monthly Financial Statements;
- Assists with the preparation of Appropriation Accounts;
- Assists with the preparation of an independent monthly reconciliation of Receipts and Payments in the Salaries Bank Account based on each source of funding to determine surrenderable balances to the Consolidated Fund and or any other source of funds at the end of each Financial Year;
- Assists in the preparation of responses to internal and external Audit Reports;
- Ensures the preparation of Journal Vouchers for adjustments, advances, recoveries, transfers, and any other Journals that may arise to GFMS;
- Examines and certifies Journals, direct Treasury Payment Voucher on the Government Financial Management Systems;
- Prepares and maintains Deposit Account Register;
- Advises the Director of Final Accounts and Reporting of all funds to be surrendered from the Deposit Account on a quarterly and annual basis;
- Liaise with the relevant Agencies to ensure all unspent warrant allocations are surrendered to the Consolidated Fund, before the end of each Financial Year.

***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programmes;
- Performs all other related duties and functions as determined by the Director, Management Accounts from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Customer quality focus;
- Sound integrity/ethics exercised in the performance of duties;
- Ability to work effectively under pressure;
- Good initiative exercised in the performance of duties;
- Good time management skills

***Functional:***

- Excellent technical skills
- Excellent use of computerized accounting systems
- Excellent analytical thinking skills
- Good problem solving and decision-making skills
- Good planning and organizing skills
- Excellent working knowledge of GFMS, Microsoft Excel and Word.
- Sound knowledge of accounting practices and applications
- Knowledge of Government Accounting, Public Treasury operations and the FAA Act

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting, Public or Business Administration or Management from a recognized tertiary institution;
- OR**
- ACCA - Association of Certified Chartered Accounts Level 2 or any equivalent recognized professional qualification in accounting or management; plus
  - Two (2) years' experience in Government Accounting and Financial Management operations or related area in the Private or Public Sector.

**Special Conditions Associated with the Job:**

- Work will be conducted in an office equipped with standard office equipment and specialized software.
- The environment may become fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in a high degree of pressure on occasions.
- May be required to work beyond regular working hours

**2. Commitment Control Officer (FMG/AT 3)**

## **Job Purpose**

Reporting to the Director, Management Accounts, the Commitment Control Officer, is directly responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital Heads of Estimates.

## **Key Responsibilities**

### ***Management/Administrative:***

- Develops Individual Annual Work Plan based on the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards, and measurements.

### ***Technical/Professional:***

- Inserts the following vouchers for the Ministry on the GOJ's Financial Management System (GFMS):
  - ✓ Voted Provisions
  - ✓ Supplementary Estimates
  - ✓ Finance Committee Amendments
  - ✓ Warrant Issues
  - ✓ Warrant Adjustments
  - ✓ Commitment Vouchers
  - ✓ Journal Vouchers
  - ✓ Virement approvals
  - ✓ Revenue Estimates
- Maintains a detailed Commitment Control Register for the Ministry and its Agencies in two parts:
  - ✓ To indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment.
  - ✓ The balance available on the voted provisions and on the warrants allocated.
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent and Capital Head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Assist in the commitment planning process and, in the determination, and classification of commitments according to the following categories such as, inescapable, priority and other;
- Examines commitment requisition/files from programme managers thru the DMA against available cash and commitment planning and enters into registers if commitment is in order or advises the DMA of insufficient funds when necessary;
- Assists the Directors, Management and Final Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the DMA of slow-moving activities and projects from which funds can be transferred to satisfy the need of activities/projects that are urgently in needs of funds;
- Alerts the DMA of imminent excesses on voted provisions;
- Enters as discharged, payment of commitments that are processed and posts all expenditure vouchers to register, providing progressive balances;
- Periodically reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant;
- Submits monthly analytical reports to the Director of Management Accounts on the position of un-discharged commitments;
- Advises the Director of Management Accounts (DMA) of off-track situations and recommends where virement can be exercised;
- Prepares detailed monthly departmental status reports to Director of Management Accounts for submission to Programme Managers/Divisional Heads.
- Prepare monthly payables reports from the Agencies to DMA for submission to MOFP (PEX Division);
- Compile pension request from Municipal Corporations and corresponding advisory from MLGCD Pension Unit;
- Prepare monthly list of pensioners for submission to Operational Funds Manager after the DMA gives approval;
- Prepares monthly Direct Funds Transfer number (DFTN) report from CTMS portal once uploaded, sent to DMA for checking for submission to MOFP (PEX Division);
- Keep current with the latest tools/techniques in Public Financial Management (specifically Management Accounts and Commitment Management) to determine what new solutions and implementations will meet the Ministry's operational/business requirements.

### ***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programmes;
- Performs all other related duties and functions as determined by the Director, Management Accounts from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties;
- Teamwork and cooperation;
- Initiative
- Compliance

#### **Functional:**

- Excellent technical skills;
- Excellent planning and organizing skills;
- Skilled in operating a computerized accounting system;
- Good analytical and judgment skills;
- Good problem-solving skills;
- Goal/result oriented;
- Knowledge of Financial and Accounting Principles and Practices;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of GOJ ICT Finance & Accounting systems;
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and Projects.

### **Minimum Required Qualification and Experience**

- ACCA Level 1; OR
- AAT Level 3; OR
- ACCA – CAT Level 3; OR
- NVQJ Level 3, Accounting; OR
- Diploma in Accounting from a recognized Institution; OR
- ASc. Degree in Accounting, MIND; OR
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; OR
- Diploma in Government Accounting, MIND, (Government Accounting levels 1,2,3); OR
- Successful completion of 3 years of any of the Bachelor's Degree programme mentioned above; plus
- Two years (2) years' experience in a Finance/Accounting environment.

#### **Special Conditions Associated with the Job:**

- Work will be conducted in an office equipped with standard office equipment and specialized software.
- The environment may become fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in a high degree of pressure on occasions.

### **3. Groundsman (LMO/TS 2)**

**Job Purpose**

Reporting to the Manager, Property, Security & Emergency Management, the Groundsman provides advanced grounds keeping services, including the operation of basic equipment in maintaining grounds, facilities, and public areas in keeping with established locational standards.

**Key Responsibilities*****Technical/Professional:***

- Perform routine and complex grounds keeping tasks, including mowing, trimming, planting, pruning and other intensive manual laboring activities.
- Set up and operate equipment following specific instructions and safety guidelines.
- Perform routine maintenance on equipment, including cleaning, greasing, and making minor repairs.
- Operate and maintain basic equipment such as lawn mowers, trimmers, and irrigation systems.
- Assist in the application of fertilizers, pesticides, and other treatments as needed.
- Report any significant issues with equipment or facilities to the supervisor.
- Assist in various maintenance tasks, including minor repairs and upkeep of facilities.
- Ensure all work areas are safe, clean, and well-organized.
- Participate in special projects or emergency tasks, as directed by the supervisor.

***Management/Administrative***

- Maintains customer service principles, standards and measurements.

***Human Resources***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals.
- Performs all other related duties and functions as may be required from time to time.

**Required Knowledge, Skills, and Competencies*****Core:***

- Oral communication;
- Customer & quality focus;
- Teamwork & cooperation;
- Integrity;
- Interpersonal skills.

***Functional:***

- Equipment maintenance
- Manual labour
- Basic literacy and numeracy skills
- Interpersonal skills
- Grounds-keeping

**Minimum Required Qualification and Experience**

- Completion of Grade 9 and is numerate and literate/HEART NSTA Level 1 Certification
- One (1) year related work experience.

**Special Conditions Associated with the Job:**

- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions;
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Frequent exposure to outdoor weather conditions
- May be required to lift heavy objects or perform physically demanding tasks

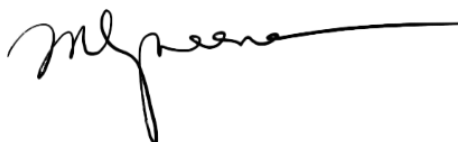
Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> April, 2026 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10**

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal flourish extending to the right.

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