



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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OSC Ref. 310/04^{IV}

11th May, 2026

CIRCULAR No. 9/2026

Applications are invited from suitably qualified individuals to fill the undermentioned vacant posts in the **Clarendon Municipal Corporation**:

1. **Senior Collection & Compliance Officer (GMG/AM 4)**, salary range: \$2,803,771 - \$3,770,761 per annum;
2. **Collection and Compliance Officer (GMG/AM 3) (2 posts)**, salary range: \$2,190,302 - \$2,945,712 per annum; and
3. **Director, Final Accounts and Reporting (FMG/PA 3)**, salary range: \$5,198,035 - \$6,990,779 per annum.

Please see attached the relevant job postings and note the required academic qualifications.

Applications are to be submitted no later than the 29th May, 2026 to:

Secretary (Actg.)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Email address is as indicated above.

Please note that only short-listed applicants will be contacted.

Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Collection and Compliance Officer
JOB GRADE:	GMG/AM 4
POST NUMBER	
BRANCH:	Revenue & Commercial Services
SECTION:	
REPORTS TO:	Manager, Revenue Collection and Compliance
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To manage and drive systems for revenue generation, commercial services, and compliance to enhance the commercial viability of the Local Authority. This involves overseeing the collection of property taxes and various fees such as rentals and applications, the issuing of permits and licenses, developing commercial strategies, identifying new streams of income and engaging in business development initiatives and partnerships with private sector and governmental organizations to foster local economic development.

2. JOB PURPOSE

Reporting to the Manager, Revenue Collection and Compliance, the Senior Collection and Compliance Officer is responsible for, in keeping with instructions from the Manager, Revenue Collection and Compliance effectively, providing leadership and guidance to a team of Collection and Compliance Officers assigned to undertake property tax collection by supervising their work, monitoring and reporting on progress and ensuring the achievement of the team's revenue collection targets. This involves safeguarding the collection of outstanding sums, contacting delinquent clients to arrange collections, reconcile accounts, meeting collections quota assigned and reporting in keeping with the laws and Regulations.

3. KEY OUTPUTS

- Financial statements created;
- Delinquency /Credit reports developed and submitted;
- Delinquent clients contacted and letters issued;
- Collection policies and procedures observed;
- Payment collection goals and targets met;
- Reports produced (monthly, quarterly, annually etc)

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Coordinates work in relation to the functions assigned by the Manager, Revenue Collection and Compliance (i.e property tax collection), including:
 - Monitoring and reviewing the work for which they have responsibility;
 - Ensuring that weekly and monthly targets established are being met;
 - Providing advice and direction on methods to improve the level of performance;
 - Supervising the work of assigned Collection and Compliance Officers and In House Clerks
- Contributes to the creation of policies and administering of programs to promote compliance;
- Determine manner in which to resolve a variety of delinquent cases. This includes:
 - identifying the specific issues involved;

- planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
- adjusting the approach and method according to conditions encountered in completing the case.
- Contacts delinquent clients to arrange for the collection of tax;
- Issues order/demand letters to taxpayers whose business licenses or permits are cancelled/expired; prepares affidavits to document that orders were served;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers.
- Interview taxpayers and/or their representatives concerning all types of unpaid property tax liabilities.
- Secure full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of taxpayer's financial status.
- Recommend levy, writ and summons actions when taxpayers neglects or refuse to satisfy liabilities.
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.
- Initiate requests for adjustments to taxpayers' accounts as appropriate
- Investigate and inform supervisor of status of unusual occurrences and recommend appropriate action.
- Testify as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position.
- Undertakes surveys to determine the number of entities required to pay trade licences within the jurisdiction.
- Monitors to ensure compliance by required entities.
- Undertakes required action to ensure payment by non-compliant persons.
- Makes on-site inspections of a business entities to determine if it is still operating after cancellation of a license or permit; refers violations to the legal division for further action;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Prepares/generates accurate and timely invoices for clients;
- Respond to client queries regarding outstanding tax balances and all other fees to be paid;
- Collaborating with other teams supervised by the Manager, Revenue and Collection and Compliance in the collection of money due to the Local Authority as required

Management/Administrative Responsibilities

- Participates in the development of the Division's annual strategic objectives and corporate plans based on the Authority's vision and mission;
- Contributes to the development of the Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Assist in the preparation of presentations in support of the LA operations, monthly/quarterly leadership meetings and committees.

Human Resources Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective actions wherever necessary to improve performance.
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit and organization's goals.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Objectives of the Revenue Collection and Compliance function are achieved within agreed timeframes;
- Agreed revenue collection targets are met within defined timeframes;
- Structured plans created and followed through to achievement of targets;
- Understands and complies with all legislative requirements relating to the position and the Local Authority;
- High compliance with organization policies and procedures as it relates to revenue and operation standards;
- Accuracy of indebtedness calculated and issued;
- Order letters issued in stipulated timeframe;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.
- Staff performance evaluations conducted in timely manner

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Manager, Revenue Collection and Compliance	<ul style="list-style-type: none"> • Receive directives • To advise and report on policy and operational matters and recommend solutions

Contact (Title)	Purpose of Communication
Senior/Technical Officers	<ul style="list-style-type: none"> • Give & Receive reports • To discuss strategic plans, operational and Human Resource matters. • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development	<ul style="list-style-type: none"> • Receive policy directives • Obtain clarification on best practices to inform advice and actions
Local Government Services Commission	<ul style="list-style-type: none"> • Provide information on human resource administration and development • Receive directives
Specified MDA's (eg Ministry of Finance)	<ul style="list-style-type: none"> • Receive circulars/orders
Media	<ul style="list-style-type: none"> • Provide coverage of specified civic events etc • Provide update/public relations
PDCs, CDGs, NGOs	<ul style="list-style-type: none"> • Engage and receive information for submission to Council
Inhabitants/General public	<ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data

7. AUTHORITY

- Make recommendations to Manager, Revenue Collection & Compliance on compliance matters;
- Represent the Manager at external meetings.

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest;
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration , Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration or Management or related field
- At least one (1) years' experience in the public or private sector.

OR

- Associate's Degree in Business Administration or Management or related field
- At least three (3) years' experience in the public or private sector.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work requires adequate island-wide travels (e.g., meetings, site visits).
- The work environment requires multi-stakeholder interactions and therefore requires political sensitivity, objectivity and neutrality at all times.
- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure and work beyond normal working hours.



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Collection and Compliance Officer
JOB GRADE:	GMG/AM 3
POST NUMBER	
BRANCH:	Revenue & Commercial Services
SECTION:	
REPORTS TO:	Senior Collection and Compliance Officer Manager, Revenue Collection and Compliance
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To manage and drive systems for revenue generation, commercial services, and compliance to enhance the commercial viability of the Local Authority. This involves overseeing the collection of property taxes and various fees such as rentals and applications, the issuing of permits and licenses, developing commercial strategies, identifying new streams of income and engaging in business development initiatives and partnerships with private sector and governmental organizations to foster local economic development.

2. JOB PURPOSE

Reporting to the Senior Collection and Compliance Officer / Manager, Revenue Collection and Compliance, the Compliance Officer is responsible for effectively administering and ensuring compliance with Local Authority. The incumbent has direct responsibility to safeguard the collection of outstanding tax, contacting delinquent clients to arrange collections, reconcile accounts, meeting collections quota assigned and reporting in keeping with the laws and Regulations.

3. KEY OUTPUTS

- Financial statements created;
- Delinquency /Credit reports developed and submitted;
- Delinquent clients contacted and letters issued;
- Collection policies and procedures observed;
- Payment collection goals and targets met;
- Reports produced (monthly, quarterly, annually etc)

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Contributes to the creation of policies and administering of programs to promote compliance;
- Determine manner in which to resolve a variety of delinquent cases. This includes:
 - identifying the specific issues involved;
 - planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
 - adjusting the approach and method according to conditions encountered in completing the case.
- Contacts delinquent clients to arrange for the collection of tax;
- Issues order/demand letters to taxpayers whose business licenses or permits are cancelled/expired; prepares affidavits to document that orders were served;

- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers.
- Interview taxpayers and/or their representatives concerning all types of unpaid property tax liabilities.
- Secure full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of taxpayer's financial status.
- Recommend levy, writ and summons actions when taxpayers neglects or refuse to satisfy liabilities.
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.
- Initiate requests for adjustments to taxpayers' accounts as appropriate
- Investigate and inform supervisor of status of unusual occurrences and recommend appropriate action.
- Testify as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position.
- Undertakes surveys to determine the number of entities required to pay trade licences within the jurisdiction.
- Monitors to ensure compliance by required entities.
- Undertakes required action to ensure payment by non-compliant persons.
- Makes on-site inspections of a business entities to determine if it is still operating after cancellation of a license or permit; refers violations to the legal division for further action;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Prepares/generates accurate and timely invoices for clients;
- Respond to client queries regarding outstanding tax balances and all other fees to be paid;
- Collaborating with other teams supervised by the Manager, Revenue and Collection and Compliance in the collection of money due to the Local Authority as required

5. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Manager, Revenue Collection and Compliance	<ul style="list-style-type: none"> • Receive directives • To advise and report on policy and operational matters and recommend solutions
Senior Collection and Compliance Officer	

Contact (Title)	Purpose of Communication
Senior/Technical Officers	<ul style="list-style-type: none"> • Give & Receive reports • To discuss strategic plans, operational and Human Resource matters. • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development	<ul style="list-style-type: none"> • Receive policy directives • Obtain clarification on best practices to inform advice and actions
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Media	<ul style="list-style-type: none"> • Provide coverage of specified civic events etc • Provide update/public relations
PDCs, CDGs, NGOs	<ul style="list-style-type: none"> • Engage and receive information for submission to Council
Inhabitants/General public	<ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data

6. AUTHORITY

- Make recommendations to the Senior Collection and Compliance Officer / Manager, Revenue Collection and Compliance on compliance matters;

7. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest;
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration , Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Management Studies, Public Management, Accounting, Business Administration or a related field/equivalent qualification
- Two (2) years progressive work experience in the private or public sector.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work requires adequate island-wide travels (e.g., meetings, site visits).
- The work environment requires multi-stakeholder interactions and therefore requires political sensitivity, objectivity and neutrality at all times.
- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure and work beyond normal working hours.



JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Director, Final Accounts & Reporting
JOB GRADE: FMG/PA 3

BRANCH: Finance and Accounts Branch
SECTION: Final Accounts & Reporting Section

REPORTS TO: Chief Financial Officer

MANAGES: Final Accountant
Bank Reconciliation Officer

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To ensure accurate and timely financial reporting, compliance with financial regulations, and effective collaboration with other departments and external stakeholders within the parameters of the Local Government (Financing and Financial Management) Act of 2016 and all related implementing Regulations and Instructions..

2. JOB PURPOSE

This position is the head of the Final Accounts & Reporting Section. Reporting to the CFO this position oversees adherence to all reporting and reconciliation requirements in compliance with the Local Government Financing & Financial Management Act of 2016, any ad-hoc reports required by the CFO or FA and any other special reporting requirements, such as for donor-funding projects, but not limited to such projects. The Officer will work in close collaboration with the Director, Management Accounting to assist with providing the necessary reports and provide further analysis based on queries related to budget execution monitoring.

3. KEY OUTPUTS

- Yearly financial statements and notes thereto in accordance with the accounting standard requirements as indicated in the Local Government Financing & Financial Management Act of 2016. These must be completed in accordance with indicated timeframes so they can be submitted for audit.
- All monthly and quarterly reports as indicated in the Local Government Financing & Financial Management Act of 2016.
- All project-specific reports, regardless of fund source.
- All Ad-Hoc reports as required by the CFO or FA.
- Preparation, approval and filing of all bank account reconciliations on a regular basis (minimum monthly). Reconciliation must be performed utilizing the bank reconciliation tool within the ERP.
- All ERP user have the required user access rights granted to them to undertake their role.
- Budget Classification Structure (BCS) is maintained.
- All payments or withdrawal of any type from any bank account must be processed through the ERP before payment is made.
- In collaboration with the Director, – Financial Accounts, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to all payments and budget control.
- Internal financial management budget execution reports are accurate, up to date and available on a demand basis.
- Develop, document and maintain sound and comprehensive filing system.

4. KEY RESPONSIBILITY AREAS

3.1 Management/Administrative Responsibilities

- Manage service delivery standards in the Final Accounts & Reporting unit. This includes:
 - Ensuring that the public financial legislation and related financial management procedures and policies are adhered to in the performance of duties and in delivering services.

- Managing staff and performance to ensure that staff are fully utilised to obtain optimal productivity.
- Work with the Director, – Financial Accounting to monitor and evaluate financial policies and strategies, along with accounting standards, that impact on the delivery of the services and commitment control.
- Provide impartial, accurate and timely advice to the CFO as required in area of expertise.

3.2 Technical/Professional Responsibilities

- Ensure trial balance is always in a balanced state and all subledgers are reconciled to their respective control accounts in the GL.
- Review budget execution report are a very regular basis to determine if the ERP is controlling commitments and expenditures so that the sum of all commitments and expenditures never exceed the cumulative periodic allotments or overall yearly budget appropriations.
- Ensure all payments of advances (employee or works) are recorded as an asset and not as an expenditure as required by accrual accounting.
- Produce all monthly, quarterly and yearly statutory reports as outlined in the Local Government Financing & Financial Management Act of 2016, subsidiary legislation or ad-hoc project reports.
- In collaboration with the Director, – Financial Accounting, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to your area of responsibility.
- Liaise and assist internal or external auditors as required.

3.3 Human Resources Responsibilities

- Supervise assistant(s) that reports directly to you by:
 - a. Assigning work schedules and preparing/amending job descriptions as required.
 - b. Monitoring progress.
 - c. Mentoring staff.
- Provide guidance to staff through coaching, mentoring and training, providing assistance and support as needed.
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the department for the LA.

3.4 Other Responsibilities

1. Performs other related functions assigned from time to time by the Director, – Financial Accounts

5. PERFORMANCE STANDARDS

- All statutory, internal, project and ad-hoc reports completed on schedule to meet requirements in accordance with the Government Financing & Financial Management Act of 2016
- All bank and sub-ledger to GL control account reconciliations completed, documented and approved on a regular basis.
- Well organized and comprehensive system for filing documents that meets audit scrutiny.
- Public financial management legislation, rules, policies and guidelines are adhered to in the performance of duties.
- Financial information disseminated to Director, – Financial Accounts and other units within the LA is accurate, timely and concise.
- No instances of payments made or commitments taken that exceed available budget.

- Ensure annual budget and amendments thereto is properly controlled in ERP for budget execution control.
- Reconciliations for all key areas are accurately prepared, approved by CFO, filed and carried out at least monthly and at the end of the financial year.
- Confidentiality and integrity are exercised.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Chief Financial Officer	Receive directives, share information and provide advice
Audit Manager,	Provide necessary information and documents to perform audits and review findings and to facilitate audit planning, other consultations and presentation of audit findings and recommendations,
Other Branch Heads	To consult, advise or share information, especially regarding budget and in support of strategic planning activities
Staff	Share information and provide advice

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Finance and the Public Service	To obtain advice on policies, instructions, information and, guidance
The Accountant General's Department	To obtain advice on policies, information and guidance
The Auditor General's Department	To provide information on audits as requested

7. REQUIRED COMPETENCIES

- Demonstrable prior experience in working with and managing an ERP environment – essential
- Detail oriented and ability to handle pressure under tight deadlines Director, essential
- Advanced knowledge of accounting principles Director, essential
- Sound organisational skills Director, essential
- Computer literacy and experience with accounting software packages – essential
- Must have excellent interpersonal skills.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.

- Ability to plan and organize work, including special assignments in order to meet deadlines.

8. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in accounting or management (with an accounting major) and successful completion of relevant government accounting and computing courses with at least four (4) years' experience at the professional accounting level, including two (2) years in a supervisory position;

OR

- Successful completion of the Certification in Government Accounting, other relevant Financial Management courses with at least eight (8) years' experience, including three (3) years in a supervisory position.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working condition.

10. AUTHORITY

- The degree of authority within the scope of the job as approved by the Local Government Services Commission and relevant legislation.

