



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

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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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Budget Officer (FMG/AT 3) – (Vacant)**, salary: \$2,190,302 per annum.
2. **Deposit Subsidiary Officer (FMG/AT 1) - (Vacant)**, salary: \$2,190,302 per annum.
3. **Departmental Deposit Main Ledger Accountant (FMG/AT 3) – (Vacant)**, salary: \$2,190,302 per annum.
4. **Supervisor, Parcels Accounts (FMG/AT 2) – (Not Vacant)**, salary: \$1,711,060 per annum.
5. **Senior Reconciliation Officer (FMG/AT 1) (3 posts) – (Vacant)**, salary: \$1,439,455 per annum.
6. **Deposit Journal Control Officer (FMG/AT 2) – (Vacant)**, salary: \$2,190,302 per annum.
7. **Deposit Data Analyst Officer (FMG/AT 1) - (Vacant)**, salary: \$2,190,302 per annum.
8. **Commitment Control Officer (FMG/AT 2) – (Vacant)**, salary: \$2,190,302 per annum.
9. **Accounts Records Officer (FMG/AT 1) - (Vacant)**, salary: \$1,711,060 per annum.
10. **Deposit Subsidiary Officer (FMG/AT 1) – (Not Vacant)**, salary: \$1,439,455 per annum.
11. **Payroll Officer (FMG/AT 2) – (Vacant)**, salary: \$2,190,302 per annum.

1. **Budget Officer (FMG/AT 3)**

Job Purpose

Under the direct supervision of the Director, Management Accounts (FMG/PA 2), the Budget Officer FMG/AT 3 is responsible for the preparation and implementation of the Department's recurrent budget in accordance with approved corporate/operational plan, guidelines prescribed by the Financial Secretary and the Government of Jamaica (GoJ) policies and priorities. The incumbent is also responsible for maintaining control over the level of recurrent expenditure, ensure that expenditure is kept within budget limits.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Unit Plans to reflect the operational objectives/target/goals for the Unit;
- Advises the Director on financial performance of the Department and on its financial status;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Prepares draft recurrent budgets for the Department through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with:

- the ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
- the objectives and strategies of the Department as outlined in its Corporate Plan; and the national economic and policy priorities.
- Analyzes recurrent budget requests from divisions to determine what reflect the level of allocations and guidelines established by the Department's management team and are supported by realistic implementation plans where applicable;
- Provides assistance where necessary to divisions, in the preparation of the narratives in support of the recurrent budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submits the consolidated recurrent draft budget estimates to the Director, Management Accounts ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Postmaster General for submission to the Ministry of Finance and the Public Service within the stipulated deadline;
- Maintains control over the level of recurrent expenditure, ensuring that they are kept within budgetary limits and that there is:
 - high standards of performance;
 - value for money is achieved in the management of public finances; and activities are performed within budget.
- Allocates the monthly warrants in accordance with agreed priorities and operational objectives;
- Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- Ensures that appropriations-in-aid, if any, are fully realized;
- Ensures that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting departmental revenue etc.
- Monitors the implementation of recurrent budgets and obtains and analyzes monthly financial reports to determine whether:
 - the funds have been utilized for the specific purposes indicated in the approved budget;
 - whether these funds have been efficiently utilized;
 - Evaluate in conjunction with Corporate Planning Unit the physical and financial performance in the implementation of the recurrent programmes in the recurrent budget;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Knowledge Financial and Business Acumen;
- Knowledge of budget preparation and cycle;
- Knowledge of the principles of policy development, analysis and evaluation;
- Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office;
- Knowledge of FAA act, procurement policies and Act and Regulations

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above;

Special Condition Associated with the Job

- May be required to work beyond working hours.

2. Deposit Subsidiary Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Director, Final Accounts the Deposit Subsidiary Officer (FMG/AT 1) is responsible for the preparation of accurate and timely Subsidiary Departmental Deposit Statements.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Prepares and maintain the Departmental Deposit Subsidiary Ledger Account up to date with the Departmental Deposit Main Ledger in accordance with the FAA Act, its instructions and regulations by: collecting Departmental Deposit Journal from the District Postmaster section and Payments Section;
- Checking to ensure that the details of the deposit are written on journals;
- Checking to ensure that the journals are correct;
- Posting details of the Deposit Journals to the subsidiary Departmental Deposit Ledger;
- Ensuring that the total of the details of Depositors in the Deposit Subsidiary Ledger corresponds with the total in the Main Deposit Ledger;
- Preparing list of Postmasters with Outstanding Lodgements;
- Ensuring that the amount for outstanding lodgements in the Subsidiary ledger corresponds with the total District Postmaster advances in Main Ledger;
- Preparing Subsidiary Deposit Statement;
- Preparing Subsidiary Deposit Advances Statement;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices of budget preparation and cycle;
- Knowledge of data entry;
- Knowledge of the FAA Act
- Knowledge of accounting principles and practices
- Excellent ability to effectively balance accounts
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service,
- Knowledge of the Financial Administration and Audit Act Financial Instructions and other GoJ.

Minimum Required Qualification and Experience

- AAT Level 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI;
- Certificate in Management Studies, University, UWI;
- Diploma in Business Administration/Studies from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the Associate Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Condition Associated with the Job

- Will be required to work beyond normal working hours, and on weekends and public holidays when the need arises.

3. Departmental Deposit Main Ledger Accountant (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts, the Departmental Deposit Main Ledger Accountant (FMG/AT 3) is responsible for the proper, accurate and timely preparation of Departmental Deposit Statements.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical:

- Prepares Departmental Deposit Statements of the Department on a timely basis and in accordance with the F.A.A Act, its Instructions and Regulations by:
- Ensuring that Departmental Deposit Journal Vouchers are prepared showing the amount to be lodged to the Departmental Deposit Bank Account and excess cash received from the Postmasters to be lodged to the Accountant General's Miscellaneous Revenue Account and to correct errors;
- Maintaining Departmental Deposit Main Ledger, by posting accurate Journal Vouchers information to Main Ledger and calculate account balances;
- Extracting Departmental Deposit Trial Balance from Main Ledger;
- Preparing Departmental Deposit Collection Statement;
- Preparing monthly Departmental Deposit Receipt and Payment Statements;
- Preparing Statement of Bank Balances showing balances in the Departmental Deposit Cash Book and Bank on a monthly basis;
- Preparing bad cheque summary showing bad cheques outstanding at the start and end of the month;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above; plus

Special Conditions Associated with the Job

- Typical office environment;
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

4. Supervisor, Parcels Accounts (FMG/AT 2)

Job Purpose

Under the direct supervision of the Director, Accounts Payable and Departmental Deposit the Supervisor Parcels Accounts (FMG/AT 2) is to ensure that Postmaster Monthly Parcel Statements are accurately prepared.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Ensures all parcels accounts are received and accounted for in the period which they relate in accordance with the provision of the F.A.A Act, its Instructions and Regulations;
- Balances the Ordinary and Express Counter and Detain Delivery books with assessed value of packets, air, surface and express parcels in the month related;
- Collects and finalizes all balanced figures from the respective accounting clerks, assessment books and District Postmasters' Parcel Statements, in the month related;
- Collects and examines Parcel Accounts received from Montego Bay, St. Ann's Bay and Port Antonio for assessment done at these Post Offices, in the month related;
- Prepares Parcels Accounts Statements in accordance with the provision of the F.A.A. Act, its Instruction and Regulation;
- Combines and balances figures and prepares the All-island Parcel Account;
- Submits the final accounts to the Superintendent of Parcels Office for inspection and presentation to the Director Accounts Payable and Departmental Deposit of the Post and Telecommunications Department and the Collector of Customs;
- Contacts Branch Managers and their Regional Inspectors when there are discrepancies with parcel statements, make correction and adjustment, when necessary;
- Manages the Parcel Accounts Section, ensuring that it achieve its objective in an efficient and effective manner;
- Assists with training of Retail Customer Service Officers, Branch Managers and Regional Managers on accounting procedures;
- Consults with the Assistant Superintendent and Superintendent on matters of serious nature;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skill
- Excellent problem solving and decision making skills
- Excellent knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or

- Certificate in Government Accounting Level 2;

Special Condition Associated with the Job

- Typical office environment but will be required to work long hours, after hours and on weekends and public holidays when the need arises.

5. Senior Reconciliation Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Supervisor, Parcels Accounts (FMG/AT 2), the Senior Reconciliation Officer (FMG/AT 1) is responsible for balancing the District Postmasters' Parcel Statement in accordance with the provision of the FAA Act and its instructions and regulations; ensuring that revenue is collected, balanced, correctly calculated and recorded prior to submission.

Key Responsibilities

Management/Administrative:

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Reconciliation of receipts with disposal of ordinary parcel in accordance with the provision of the F.A.A. Act and its instructions and regulations;
- Collects final figures collected from clerks for pages 1-9;
- Calculates total assessed value of Duties, General Consumption Tax and fees of opening balance and receipts for Postmasters island-wide;
- Calculates the total assessed value (duty etc.) of the deliveries, return stock, redirections (disposals) and stock on hand;
- Balances total Opening Balance and receipts against disposal and stock on hand.
- Submits Final figures to the Supervisor;
- Completes final balance for Surface Parcels in the Detain and Delivery Section;
- Ticks Surface Parcels on stock sheet (parcel on hand from previous month) counter delivery, return to sender, counter forward, claim-off and closing stock;
- Reconciles mails counter book with counter delivery, claim-off, closing stock and counter forward book;
- Reconciles District Postmaster book (Surface) with return to sender, closing stock, claim-off, delivery book and counter forward book;
- Tick Detained Forward book against Detained Dispatch book (Dispatch made to District Postmasters);
- Checks and records detain delivery figures;
- Compiles and balances figures in Surface book and submits the book to the supervisor;
- Balancing District Postmasters' Parcel Statements in accordance with the F.A.A. Act and its instruction and regulations;
- Ticks duplicate bills against Postmasters' monthly Parcel Statements;
- Ticks redirection book against Postmasters' redirection; recording their monthly Parcel Statements;
- Adds assessed value e.g. Duties, General Consumption Tax (GCT), Customs User Fee and Customs Clearance Fees of the opening balance and receipts;
- Adds the assessed value, (Duties etc.) of deliveries, returned stock, redirection (Disposals) and stock on hand;
- Reconciles opening balance and receipts with disposals and stock on hand;
- Communicates with Postmasters and their Regional Inspectors when there are discrepancies;
- Submits the figures to the Clerk in charge;
- Clear dutiable parcels assessed by customs from Parcel Transaction Statements prepared by Postmasters Island wide using the ASYCUDA system monthly and generate a receipt;
- Retrieve Parcels Transaction Statement for the month;
- Logs in to ASYCUDA system;
- Enters Department Account Number;
- Enters the relevant details that are on the Parcel Transaction Statements individually;
- Verifies the amount and tracking number;
- Generates a receipt;

- Writes receipt number, date and amount on the Parcel Transaction Statement;
- Returns completed Parcel Transaction Statements to filing clerk;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 1; or;
- ACCA-CAT Level 1/Level A or;
- Certificate in Public Administration, UWI; or;
- Certificate in Management Studies, UWI; or;
- Diploma in Business Administration/Studies from a Community College; or;
- Certificate in Accounting from a recognized University eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of the first year in B.Sc. in Accounting/Management Studies at an accredited University or;
- Completion of first year of the A.Sc. in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Conditions Associated with the Job

- Typical office environment;
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

6. Deposit Journal Control Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Director, Accounts Payable and Departmental Deposit the Supervisor Parcels Accounts (FMG/AT 2) is to ensure that Postmaster Monthly Parcel Statements are accurately prepared.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Ensures all parcels accounts are received and accounted for in the period which they relate in accordance with the provision of the F.A.A Act, its Instructions and Regulations;
- Balances the Ordinary and Express Counter and Detain Delivery books with assessed value of packets, air, surface and express parcels in the month related;
- Collects and finalizes all balanced figures from the respective accounting clerks, assessment books and District Postmasters' Parcel Statements, in the month related;
- Collects and examines Parcel Accounts received from Montego Bay, St. Ann's Bay and Port Antonio for assessment done at these Post Offices, in the month related;
- Prepares Parcels Accounts Statements in accordance with the provision of the F.A.A. Act, its Instruction and Regulation;
- Combines and balances figures and prepares the All-island Parcel Account;
- Submits the final accounts to the Superintendent of Parcels Office for inspection and presentation to the Director Accounts Payable and Departmental Deposit of the Post and Telecommunications Department and the Collector of Customs;

- Contacts Branch Managers and their Regional Inspectors when there are discrepancies with parcel statements, make correction and adjustment when necessary;
- Manages the Parcel Accounts Section, ensuring that it achieve its objective in an efficient and effective manner;
- Assists with training of Retail Customer Service Officers, Branch Managers and Regional Managers on accounting procedures;
- Consults with the Assistant Superintendent and Superintendent on matters of a serious nature;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.

Special Condition Associated with the Job

- Typical office environment
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises

7. Deposit Data Analyst Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Manager District Postmaster Section, the Deposit Data Analyst (FMG/AT 1) is responsible for editing the relevant items for receipts and payments on the deposit and commercial services cash account.

Key Responsibilities

Management and Administrative

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Checks and balances the receipts and payments on the deposit and commercial services cash account statement;
- Balances manually, all receipts and payments to ascertain over/understated amount for the individual cash account statement;
- Edits cash account statement with differences if found;
- Liaises with postmasters to verify discrepancies;
- Inputs data on spreadsheet from deposit and commercial services cash account statement
- Creates in excel a worksheet to enter data extracted from deposit and commercial services cash account statement in page order on all items for receipts and payments;
- Ensures that the data is entered accurately;

- Generates a monthly deposit and commercial services master summary report accurately and timely in the specified timeframe;
- Inputs data to generate page summaries on all receipts and payments;
- Creates a column for running balances to identify correct balances for receipts and payments of page summaries;
- Identifies and makes the necessary adjustments on the relevant page summaries;
- Generates and prints Master Summary report in the required format and timeframe;
- Files documents in keeping with established guidelines;
- Advises supervisor of complex problems regarding the balancing of accounts;
- Ensures Postmasters/Regional Inspectors address discrepancies expeditiously;
- Assists with the disbursement of the weekly imprest to Post Offices Island wide;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 1; or;
- ACCA-CAT Level 1/Level A or;
- Certificate in Public Administration, UWI; or;
- Certificate in Management Studies, UWI; or;
- Diploma in Business Administration/Studies from a Community College; or;
- Certificate in Accounting from a recognized University eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of the first year in B.Sc. in Accounting/Management Studies at an accredited University or;
- Completion of first year of the A.Sc. in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

8. Commitment Control Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Director, Management Accounts the Commitment Control Officer (FMG/AT2) is 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 Department Recurrent Expenditure Head.

Key Responsibilities

Management and Administrative

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Assists in the Commitment Planning Process and in the determination and classification of commitments according to the following categories:
 - Inescapable
 - Priority
 - Other
- Assists the Senior Director of Finance and the Director Management Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;

- Submits monthly report to the Senior Director of Finance on the position of undischarged commitments.
- Certifies batches of Payment Vouchers according to the prescribed procedure to ensure the correctness of payment, probity, propriety, regularity and adherence to laws, regulations and instructions;
- Ensures that certified vouchers are submitted for authorization and are authorized within the required time frame work;
- Ensures that payment vouchers are promptly and properly prepared by the designated Officers;
- Monitors the daily payment system to see the status of the processing of their claims, invoices etcetera;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of budget preparation and cycle
- Excellent knowledge of the principles of policy development, analysis and evaluation;
- Knowledge of the applied use of information technology and productivity software, such as Microsoft Office.
- Knowledge of procurement policies and Act and Regulations
- Excellent of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 2; or
- ACCA-CAT Level B/Level 2; or
- NVQJ Level 2, Accounting; or
- Certificate in Accounting from an accredited University; or
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; or
- ASc. Degree in Business Studies/ Business Administration/Management Studies; or
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.

Special Condition Associated with the Job

- Typical office environment
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises

9. Accounts Records Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Manager District Postmaster Section, the Accounts Records Officer FMG/AT 1 is responsible for coordinating the receipt and accountability for approximately 924 monthly submissions of Revenue Cash Accounts, Deposit Sheet 1 & 2 Cash Account, and Stock Account Statements from Postmasters. Additionally, the incumbent accurately and timely prepares the Department's Preliminary Revenue Statement to facilitate lodgements to the consolidated fund, the N.I.S. Stamps Account and Commission of Customs Account.

Key Responsibilities

Management and Administrative

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Maintains a Registered listing of all Post Offices in alphabetical order and page order and file all contents received from post offices islandwide;
- Receive and sign for registered bags/packages containing Cash Account Statements from the Money Order Branch;
- Record all contents received including registration number and date of mail received;
- Open mail and enter in registration book Post Offices registration numbers, contents and correspondence received in packages/bags;
- Compile Cash Accounts to facilitate Data Entry and the preparation of the Department's month end Revenue Preliminary Statement;
- Distribute Cash Account Statements to the relevant persons;
- Separates accounts (original & duplicate) in alphabetical order numbering pages 1-9;
- Enter in the relevant book Post Offices Account not submitted by date of distribution;
- Organize the packaging of encashed N.I.S. Pension Vouchers in bags;
- Place sealed packages containing Pension Vouchers in bags;
- Label and attach tags to bags (Recording on tag – name of post office, month, year and page number);
- Ensure office attendants store bags in the appropriate location, to be used later by Pension Checking Officers;
- Prepares and generates monthly Preliminary Revenue Statement and a summary of specific services offered;
- Input data from 924 source documents (Revenue Cash Account and Deposit Sheet 1 and 2 Cash Account Statement) in the prescribed format on all Revenue receipt items and the relevant receipt and payment deposit items. These transaction amounts to approximately \$1.3 Billion in the Revenue account and \$4.7 Billion on the deposit account;
- Compare data entry with source documents to detect possible errors and make the necessary data entry adjustments;
- Obtain Revenue and Deposit Cash Account statement from Cashier Parcels Office (ground floor) and from Cashier (3rd Floor), identify and extract information from the Revenue Cash Book for the respective month;
- Input data received from both cashiers in column created on database;
- Generate and print Revenue Preliminary Statement and summary of specific deposit items and receipt and payments as it relates to N.I.S. Pension Payments for all categories of pension (Old Age, Widow/Widower, Invalidity, Disablement, Anniversary, Special Child/Orphan and Sugar Workers). (N.I.S Stamps sales and Custom Duties – eg G.C.T and any other duty impose by Jamaica Custom.);
- Update statement with information from accounts which are submitted late;
- Submit statement to Senior Director of Finance through Supervisor D. P. M's.
- Format monthly statement on Spread Sheet for Revenue and Deposit, print output and place in binder;
- Prepare Financial Year Report on revenue for each Post Office;
- Extract data from monthly statements, onto a spread sheet;
- Print report and placed in binder;
- Assists with the disbursement of the weekly imprest to post offices islandwide;
- Be available to participate in the weekly disbursement of the imprest islandwide;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skill

- Excellent problem solving and decision making skills
- Excellent of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Excellent ability to effectively balance accounts
- Knowledge of Government procedures and policies

Minimum Required Qualification and Experience

- AAT Level 1; or;
- ACCA-CAT Level 1/Level A or;
- Certificate in Public Administration, UWI; or;
- Certificate in Management Studies, UWI; or;
- Diploma in Business Administration/Studies from a Community College; or;
- Certificate in Accounting from a recognized University eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of the first year in B.Sc. in Accounting/Management Studies at an accredited University or;
- Completion of first year of the A.Sc. in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

10. Deposit Subsidiary Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Director, Final Accounts the Deposit Subsidiary Officer (FMG/AT 1) is responsible for the preparation of accurate and timely Subsidiary Departmental Deposit Statements.

Key Responsibilities

Management and Administrative

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Prepares and maintains the Departmental Deposit Subsidiary Ledger Account up to date with the Departmental Deposit Main Ledger in accordance with the FAA Act, its instructions and regulations;
- Collects Departmental Deposit Journal from the District Postmaster section and Payments Section;
- Checks to ensure that the details of the deposit are written on journals;
- Checks to ensure that the journals are correct;
- Posts details of the Deposit Journals to the subsidiary Departmental Deposit Ledger;
- Ensures that the total of the details of Depositors in the Deposit Subsidiary Ledger corresponds with the total in the Main Deposit Ledger;
- Prepares list of Postmasters with Outstanding Lodgements;
- Ensures that the amount for outstanding lodgements in the Subsidiary ledger corresponds with the total District Postmaster advances in Main Ledger;
- Prepares Subsidiary Deposit Statement;
- Prepares Subsidiary Deposit Advances Statement;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices of budget preparation and cycle;
- Knowledge of data entry;
- Knowledge of the FAA Act
- Knowledge of accounting principles and practices

- Excellent ability to effectively balance accounts
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service,
- Knowledge of the Financial Administration and Audit Act Financial Instructions and other GoJ.

Minimum Required Qualification and Experience

- AAT Level 1; or;
- ACCA-CAT Level 1/Level A or;
- Certificate in Public Administration, UWI; or;
- Certificate in Management Studies, UWI; or;
- Diploma in Business Administration/Studies from a Community College; or;
- Certificate in Accounting from a recognized University eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of the first year in B.Sc. in Accounting/Management Studies at an accredited University or;
- Completion of first year of the A.Sc. in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Condition Associated with the Job

- Typical office environment
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises

11. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Payroll Officer (FMG/AT 2) is responsible for the preparation, control and payment of salaries for permanent and temporary paid fortnightly staff for the Rural Area in the Post and Telecommunications Department.

Key Responsibilities

Management and Administrative

- Participates in the development of the Division's operational/divisional/individual plans and budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional

- Ensures the timely and accurate preparation of payroll for permanent and temporary fortnightly paid staff;
- Ensures that all relevant information in connection with the payment of salaries are properly entered into the payroll system;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Ensures that all source documents are noted and filed for retrieval;
- Maintains and balances On and Off Salary Control Register for each payroll run;
- Maintains continuous earning record of salary particulars of each employee on the payroll;
- Ensures that all salary cheques and pay advices are printed for the correct amount and for the correct payee and are dispatched to the Cashier and outstations for issue to the relevant persons on pay day;
- Exports data for Cash Management Services to electronically disburse employees' salary to their respective accounts;
- Ensures that payroll data is transmitted on Cash Management Service and extract Validation and Captured Items Reports for each payday;
- Checks, prints and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Assists in the preparation of Personnel Emoluments budgets by providing the relevant information to the Management Accounts Section;

- Prepares salary particulars for employees who are seconded or transferred from the Department;
- Prepares authorize salary advances for employees whose information arrives late for processing;
- Responds orally or in writing to requests from the Human Resource Management and Development Branch in relation to indebtedness, verification of salary, dismissals or resignations;
- Ensures the cutoff date for salary is entered against the current month in the salaries and deduction control book;
- Organizes and prioritizes work assignments to meet payroll targets;
- Responds to inquiries from a variety of internal and external sources and provides explanation and interpretation of practices and procedures related to the job functions;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent problem solving and decision making skills;
- Excellent knowledge of accounting principles and practices of budget preparation and cycle;
- Knowledge of computer data entry;
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Excellent ability to effectively balance accounts

Minimum Required Qualification and Experience

- AAT Level 2 or;
- ACCA-CAT Level B/Level 2 or;
- NVQJ Level 2, Accounting or;
- Certificate in Accounting from an accredited University or;
- Completion of second year of the Bachelor of Science in Accounting or Management Studies with Accounting or BBA Degree at an accredited University or;
- ASc. Degree in Business Studies or Business Administration or Management Studies
- ASc. Degree in Accounting from the Management Institute for National Development (MIND) or;
- Certificate in Government Accounting Level 2.

Special Condition Associated with the Job

- Typical office environment.
- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

Applications accompanied by résumés should be submitted **no later than Friday, 12th June, 2026 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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)**