



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 155
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10th August, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill **VACANT** post in the **Maritime Authority of Jamaica**, as detailed in the attached Vacancy Notice.

Applications accompanied by résumés should be submitted **no later than Friday, 21st August, 2026 to:**

Human Resource Manager
Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Boulevard
Kingston

Email: hr@jamaicaships.com

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.

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



The Maritime Authority of Jamaica

2nd Floor, The Office Centre Building, 12 Ocean Boulevard

Kingston, Jamaica, W.I.

Finance & Accounts Manager, Level 8; salary range: \$5,881,100 per annum.

Finance & Accounts Manager (Level 8)

Job Summary

Under the general direction of the Director Corporate Services, this position manages the Finance and Accounting Unit of the Authority in fulfilment of its accounting functions, objectives, obligations and responsibilities. The Finance and Accounts Manager is responsible for facilitating the efficient and effective operation of the Finance & Accounting Unit in accordance with the International Accounting Standards, International Financial Reporting Standards, Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act and the Income Tax Act.

Key Duties and Responsibilities

Management/Administrative:

- Manages the day-to-day operation of the Finance and Accounts Unit.
- Provides direction and supervisory oversight of the Finance and Accounts staff.
- Participates in the development of the Authority's Strategic and operational plans and advises on the commensurate financial requirements to support the plan.
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

Technical/Professional:

- Develop and implement Financial Management and Operational Policies.
- Ensure that financial accounting policies and procedures are in place and adhered to.
- Prepares and maintain procedure and operational manual.
- Ensure all transactions are accurately recorded in a timely manner.
- Reviews fixed asset depreciation schedule and update fixed asset register.
- Prepare stipulated reports for approval and submission to the Portfolio Ministries.
- Maintains and updates the General Ledger System.
- Prepare appropriate financial reports for internal and external clients.
- Reviews income and expense schedules for Annual Financial Audit and prepares Balance Sheet Schedules
- Develops, implements and monitors internal financial controls and procedures of the Authority.
- Monitors' expenditure and accurately maintains accounting records in accordance with the Financial Administration and Audit Law.
- Confines expenditure within the limits of the approved provision and when necessary, ensures that additional funds are requested.
- Directs and coordinates the accounts receivables and collections functions.
- Ensures the posting of payables and AR receipts and invoices.
- Prepares monthly financial statements and ensures accuracy.
- Prepares annual financial statement and arranges for a proper audit of these accounts by the Authority's auditors.
- Oversee the preparation and review of the monthly and fortnightly payroll.
- Files GCT Withholding Tax Returns.
- Reviews SO1 and SO2 returns.
- Prepares Management Letter response to financial audit.
- Monitors resolution and discrepancies and queries.
- Manages and monitors the budget and resources of the Finance and Accounts Unit.
- Review and submit weekly bank balance report to the Director Corporate Services
- Checking of payables invoices (local & foreign)
- Checking of cash and bank balances reports
- Review of bank reconciliations
- Review of Journal Vouchers
- Ensure that proper records are kept of staff loans and reports are generated on advances/loans outstanding.
- Manages and maintains the Finance & Accounts Quality Management System.

- Develop and maintain the operating policies, procedures and standards relevant to the core and supporting processes of the Authority's Quality Management System.
- Maintains customer relations with stakeholders to include customers, vendors/suppliers, agencies/organizations.

Human Resource Management:

- Establishes objectives and monitors supervisee's performance in accordance with the agreed goals and objectives of the Unit.
- Prepares performance appraisals for direct reports and recommends/initiates corrective action where necessary to improve performance and ensures that the required follow-up action is taken.
- Provides leadership and guidance to supervisees through effective planning, delegation, communication, training, mentoring and coaching.
- Prepares and conducts presentations on the role of the Unit for the Orientation Programme.
- Participates in the recruitment of staff for the Unit and recommends promotion, transfer, termination and leave in accordance with established Human Resource policies and procedures.
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Unit.
- Identifies and recommends requisite technical training, development and staff welfare activities.
- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment and ensures the administration of discipline in accordance with stipulated policies and procedures in place.

Other responsibilities:

- Provides assistance to the Cashier in the absence of the immediate Supervisor
- Undertakes and performs other related functions assigned from time-to-time as required.

Required Knowledge, Skills and Competencies

- Excellent knowledge of established accounting processes and standards.
- Excellent knowledge of the Financial Accounting Auditing Act, Public Bodies Management and Accountability Act.
- Excellent knowledge of the Jamaican Taxation and Payroll requirements
- Working knowledge of audit techniques
- Working knowledge of Staff Orders for the Public Service.
- Proficiency in the use of technology and accounting software & Microsoft Office.
- Excellent presentation, oral and written communication skills.
- Excellent leadership and teambuilding skills.
- Excellent interpersonal and customer relations skills
- Good problem solving and decision-making skills.
- Excellent planning and organizing skills.

Minimum Required Qualification and Experience

- Bachelor's degree in accounting, Business Administration or Management Studies or Economics or equivalent qualification.
- Minimum seven (7) years relevant experience.

OR

- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in Accounting or Management Studies.
- Minimum five (5) years post qualification experience.

OR

- Master's degree in accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution.
- Minimum three (3) years post qualification experience.

