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Ministry of Finance and the Public Service Building
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CIRCULAR No. 197 **26th October, 2026**
OSC Ref. C6634/S5[6]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in **National Land Agency (NLA):**

1. **Senior Accounts Receivable Officer (Level 6)**, salary: $3,676,602 per annum.
2. **Disbursement Officer (Level 4)**, salary: $1,796,613 per annum

1. Senior Accounts Receivable Officer (Level 6)

Job Purpose

Reporting to the Manager, Management Accounting, the incumbent will provide accountability for management and control of the accounts receivable and ensure that records in the Accounts Receivable Sub-Ledger are updated and maintained in accordance with established procedures, to facilitate timely collection of debt, and to ensure that accounting information is maintained in accordance with GAAP, the FAA Act and established organizational guidelines.

Key Responsibilities

***Management/Administrative**:*

- Oversees Corporate Office cashier's function, including undertaking daily reconciliations and ensuring transactions are accurately recorded in GRM application;
- Conducts performance appraisals and prepares Work Plan of direct report, in accordance with established guidelines;
- Provides guidance to cashier through monitoring and coaching;
- Ensures that staff complies with policies and work procedures.

Technical/Professional:

- Maintains the Accounts Receivable (AR) sub-ledger by ensuring that all related transactions are captured;
- Generates invoice for customers upon request from authorized divisional personnel;
- Prepares monthly Aged Receivable schedule of outstanding debts;
- Generates monthly/ad-hoc statements, and liaises with customers;
- Collects outstanding debts;
- Prepares monthly collections statement and submission to supervisor;
- Undertakes required adjustments to sub-ledger/customer accounts, after submission to, and receipt of, supervisor's approval;
- Reconciles Sage application software sub-ledger with General ledger and submits reconciliation report to supervisor;
- Establishes and maintains appropriate filing system for records and related files;
- Assists in the provision of information/documentation to internal and external auditors;
- Performs other duties assigned from time to time, by the Supervisor.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Result oriented
- Sound knowledge of accounting principles
- Knowledge of relevant computer applications particularly Sage 300 (AccPac) and Microsoft Excel and Word
- Competency in report writing
- Knowledge of related statutory regulations (FAA Act) and other guiding principles, policies and procedures (IFRS, IPSAS and GAAP)

Minimum Required Qualification and Experience

- AAT (Level 2) or CAT (Level B); **or**,
- Associate of Science Degree in Accounting from a recognized institution; **or**,
- Diploma in Government accounting from MIND; **or**,
- Completion of 2nd year Bachelor's Degree in Accounting or Management Studies from a recognized University.

- Two (2) years' experience in working in an accounting environment

2. Disbursement Officer (Level 4)

Job Purpose

Reporting to the Supervisor, Disbursement, the incumbent will ensure that the Agency's utility bills are collated, certain allowances processed, purchase orders, payment vouchers prepared and payments made to both external and internal customers based on established accounting practices and procedures.

Key Responsibilities

Technical/Professional:

- Ensures that staff adhere to the internal telephone payment schedule;
- Conducts research into queries by utility companies;
- Ensures that payments are made to utility companies;
- Maintains the utility registers, using specialised software;
- Generates and issues purchase orders for certification;
- Generates payment vouchers;
- Assists in the maintenance of recurrent payment vouchers;
- Prepares travelling and subsistence allowances for the Agency's relevant officers;
- Prepares payments for both internal and external customers;
- Prepares reports in respect of assigned activities;
- Performs other duties assigned from time to time, by the Supervisor.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Sound knowledge of relevant computer applications
- A working knowledge of financial and accounting principles and procedures including the FAA Act

Minimum Required Qualification and Experience

- AAT (Level 2) or CAT (Level B); **OR**
- Diploma in Accounting from a recognized institution; **OR**
- Government Accounting – MIND (all of Level 2).

- One year's experience working in the area of Payables.

Applications, accompanied by résumés, should be submitted **in PDF format**, no later than **Friday, 6th November, 2026**, to **jobapplications@nla.gov.jm**, for the attention of:

Director, Human Resource Management and Development
National Land Agency
35 Hope Road
Kingston 10

Please note that the job title should be clearly indicated in the email's subject line.

Please note that only shortlisted applicants will be contacted.

<u>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.</u>



M. Greene (Mrs.)
for Chief Personnel Officer