



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following post in the **Negril/Green Island Area Local Planning Authority**.

Accounting Technician (FMG/AT 3) - Vacant

Salary Scale: \$ 2,190,302- \$2,945,712 per annum and any allowance(s) attached to the post.

JOB PURPOSE:

Under the general direction of the Senior Accounting Officer, the incumbent is responsible for the management of Accounts records and providing efficient accounting services for the NGIALPA and Craft Market.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Prepares monthly report of the activities within the Unit and the Craft market.
- Attends meetings on matters relating to the Accounts Department in the absence of the Senior Accounting Officer.
- Attends meetings of the Craft Traders Association.
- Attends court issues pertaining to the craft market and other administrative accounting matters in the absence of the Senior Accounting Technician.
- Assist in preparing the Annual Budget for the Authority based on priorities and strategic direction highlighted and approved.

Technical/ Professional Responsibilities

- Verifies supporting documents accompanying requests for cheques for payments.
- Verifies and post receipts, supplier invoices and bill payments entered into the system.
- Maintains records of all payments, as well as all routine or ongoing Contracts, for example: Utilities, Janitorial Services and Travel Claims etc.
- Ensures that the checking of Pay Sheets, Statutory and Non-Statutory Deductions; Vouchers and Salary Payment Vouchers are completed and corrected in a timely manner.
- Checks Annual Returns for submission.
- Prepares Audit Schedules.
- Participates in the audit exercise by, providing auditors with the necessary information required, providing timely accurate answers to audit observations and queries, and implementing recommendations where necessary.
- Prepare draft final accounts for submission to the auditors.
- Monitors the preparation of statutory deductions statements and letters for personal deductions and ensure that they are paid on time in accordance with the relevant act.
- Develops and implements systems of control to eliminate incidences of incorrect payment and promote early detection of possible errors.
- Maintains a constant review of expenditure and monitors that subheads are not over committed or over spent.
- Prepare annual wage bill reports.
- Reconciles and submit annual statutory returns.
- Prepare monthly and quarterly annual cash flow statements along with other statements for submission to the appropriate authorities.
- Develops, implements and monitors adequate controls for the proper maintenance of all salary and related records.

- Provides information and answers to queries to authorized individuals in relation to accounting services.
- Posts all receipts and lodgments for each day/month.
- Maintains a backup system on a daily basis.
- Advises the Senior Accounting Officer of budget expenditure and projected spending patterns and makes recommendations to enable effective decision making.
- Checks payment vouchers and invoices submitted for payment to ensure correct calculation and classification.
- Examines bank statement against cash book to verify balances, receipts and lodgment.
- Prepare and enter monthly journals.
- Prepare purchase orders for goods and services.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core

- Oral and written communication skills
- Confidentiality and Integrity
- Team and results oriented
- Ability to pay keen attention to detail
- Methodical
- Ability to work well in stressful situations and meet close deadlines

Technical

- Excellent knowledge of government accounting procedures
- Knowledge of relevant computer applications

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree or Diploma in Accounting from a recognized tertiary institution plus at least two (2) years related experience,
- OR
- AAT or CAT Level 3 or ACCA Level 1 plus two (2) years related experience in Accounting,
- OR
- MIND Certificate in Accounting or a Diploma in Accounting from a recognized tertiary institution plus at least three (3) years related experience.

Please note that only shortlisted applicants will be contacted.

Applications accompanied by resumes should be submitted on or before: **January 10, 2025** to:

Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Or email:

human.resources@megjc.gov.jm

Subject: Accounting Technician (FMG/AT 3) – NGIALPA

Do ensure that the post title is included in the subject line.