



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

SENIOR ACCOUNTS PAYABLE OFFICER (FMG/AT 3) - VACANT PLANNING AND FINANCE BRANCH

SALARY SCALE: \$1,191,406.00 - \$1,416,207.00

JOB PURPOSE:

Reviews all commitments, payment vouchers posted to the Financial Management System and ensures the printing of all authorised cheques related to Recurrent, Capital A and direct payments.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Reviews all commitments, expense by AP journals and directs payment vouchers posted on Financial Management System
- Records all contractor's levy and submits to the Inland Revenue Department
- Certifies all commitments relating to Recurrent, Capital A and directs payment vouchers on the Financial Management System and submits to supervisor for authorization
- Records cheque information sequentially and print cheques
- Prepares cheque summary and submit to Cashier
- Ensures the payment of all utility bills on behalf of the Ministry of National Security(MNS) Reviews and signs travel edit report
- Files cheque back-slips in sequential order and payment type

REQUIRED COMPETENCIES:

- High level of attention to detail and accuracy
- Excellent knowledge of Accounting Standards and Procedures.
- Knowledge of FAA Regulations
- Proficiency in the use of relevant computer applications.

SPECIALIZED TRAINING:

- Financial Management System

MINIMUM QUALIFICATION & EXPERIENCE:

- AAT Level 3 or ACCA-CAT Level C or
- ACCA Level 1 or
- Diploma in Accounting from a recognized University or.
- ASc. in Accounting, MIND or;
- Diploma in Government Accounting, MIND i.e. Government Account Levels 1,2 & 3
- BSc. in Accounting/Management Studies or BBA from a recognized University
- Three (3) years related work experience

Interested persons should forward their applications and résumés **NO LATER THAN Friday, January 21, 2022** to the: -

Director, Human Resource Management & Administration
Human Resource Management & Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Senior Accounts Payable Officer (FMG/AT 3)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.