



Ministry of National Security

CAREER OPPORTUNITY

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

ASSISTANT ACCOUNT PAYABLE OFFICER (FMG/AT 1) – VACANT PLANNING AND FINANCE BRANCH

SALARY SCALE: \$829,622.00– \$986,160.00

JOB PURPOSE:

The incumbent is responsible for ensuring the validity and accuracy of entry to accounts payable for bills, claims, invoices, and other relevant documents on behalf of the Ministry.

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

KEY RESPONSIBILITIES:

- Checks the accuracy and authenticity of all bills, invoices, and statements in respect of goods and services acquired to ensure any applicable rates are correct and deduction lawful/authorized;
- Ensures goods and services received are by any Terms of Contract and that they are certified as satisfactorily received;
- Maintains a proper record of all blank cheques and receipt books, keeps secure custody of same until collection, and records its issue/disbursement upon verification of recipient's identity or authority to collect same;
- Maintains Ledger Accounts by posting all entries relating to financial transactions conducted on behalf of bankrupts;
- Reviews Accounting Records and advises the Management Accountant with respect to matters relating to the accounts and finances of the Ministry;
- Assists the Director of Accounts and/or the Management Accountant in preparing reports for submission;
- Performs any other related duties, which may be assigned by the Manager, Accounts, and any other related duties, which may be assigned.

MINIMUM QUALIFICATION AND EXPERIENCE:

- AAT Level 1 or;
- ACCA-CAT Level 1/Level A or;
- Certificate in Management Studies or;
- NVQJ Level 1, Accounting or;
- Certificate in Government Accounting or;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies or;
- Completion of the first year of the Asc. Degree in Accounting/Business Administration.

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of the FAA (Act);
- Working knowledge of relevant computer systems & applications relating to the maintenance of financial control and accounting records;
- Knowledge of office practices and procedures, office supplies, and accounting records;
- Knowledge of techniques commonly used in locating errors in accounting records;
- Knowledge of generally accepted auditing principles, procedures, and practices;
- Good time management skills;
- Knowledge of government accounting and budgeting principles and procedures;
- Ability to communicate effectively with others;
- Ability to maintain records and prepare reports and correspondence related to the work efficiently.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, July 8, 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: Assistant Account Payable Officer (FMG/ AT 1)

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