



Ministry of National Security

CAREER OPPORTUNITY

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

SENIOR FINAL ACCOUNTANT (FMG/PA 1) – NOT VACANT PLANNING AND FINANCE BRANCH

SALARY SCALE: \$1,395,541.00 – \$1,861,159.00

JOB PURPOSE:

The incumbent is responsible for the preparation of the Ministry's Accounts on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual Financial Statements to the Auditor General and the Financial Secretary.

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

KEY RESPONSIBILITIES:

- Ensures that all accounts receivables, accounts payable, income receivable, accruals, prepayments, receipts, lodgments, payments, depreciation provisions, other provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers for salary, advance clearance and other adjustments in respect of the monthly accounting have been correctly posted and are properly reflected in the Accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought into account;
- Ensures that the Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads of Estimates;
- Ensures that warrant issues, warrant transfers, warrant adjustments, and cash advances are properly brought to account under the relevant Heads of Estimates;
- Ensures Contingencies, Treasury Deposits and Traffic Ticketing are properly processed;
- Ensures submission of Certificates of Honour for all secret imprests and ascertains that amount agrees with recorded balances;
- Prints and checks Reconciled Statements for accuracy and completeness in respect of all Heads of Estimates;
- Resolves all errors found when checking statements, and transmit to Final Accounts Manager for review;
- Prints and signs all relevant Financial Statements for all Heads of Estimates then submit same to Final Accounts Manager;
- Certifies Final Accounts and Payments related transactions on the Ministry's FINMAN System;
- Certifies the reconciliation of the of the Central Payment Account;
- Performs other such duties and responsibilities as may be determined from time to time.

MINIMUM QUALIFICATION AND EXPERIENCE:

- AAT level 3 or;
- ACCA –CAT Level 3 or;
- NVQJ Level 4, Accounting or;
- Diploma in Accounting from a recognized University or;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution;
- Asc. Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3 or;
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from a recognized University
- At least three (3) years related experience

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of the FAA (Act);
- Expertise in Accrual Accounting;
- Excellent knowledge of GOJ Regulations related to Public Sector Accounting;
- Experience in Public Sector Final Accounts procedures;
- Good organizing skills;
- Excellent oral and written communication skills;
- Good problem solving skills;
- Excellent teamwork and cooperation skills;
- Excellent interpersonal and influencing skills;
- Ability to cope well under pressure and to meet deadlines;
- Ability to maintain records and prepare reports and correspondence related to the work efficiently.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical working condition;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 30, 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 Final Accountant (FMG/ PA 1)

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