



JAMAICA DEFENCE FORCE

HUMAN RESOURCE MANAGEMENT & ADMINISTRATION (CIVILIAN) SECTION

CAREER OPPORTUNITY

Are you detail-oriented, analytical, and passionate about financial accuracy? The Finance & Accounts Branch (FAB) is seeking **two (2) highly motivated Bank Reconciliation Officers** to join our dynamic team. This role is critical in ensuring the integrity of our financial records through timely and accurate reconciliation of bank statements.

Position: Bank Reconciliation Officer (FMG/AT 2) - (Vacant) Two (2) Positions - Finance & Accounts Branch (FAB)

REMUNERATION PACKAGE: Salary \$1,711,060 per annum

Under the general direction of the Director, Final Accounts, the Bank Reconciliation Officer is responsible for the accurate and timely reconciliation of all bank accounts managed by the Finance and Accounts Branch and ensures timely preparation and resolution of discrepancies in the process in keeping with established policies and in accordance with the FAA Act, Regulations and Instructions.

KEY DUTIES INCLUDE (but not limited to)

- Journal vouchers prepared
- Bank reconciliation statements prepared
- Updates provided
- Research conducted
- Files updated and maintained
- Cross-referencing completed

MINIMUM REQUIRED QUALIFICATION (at least one from the list) AND EXPERIENCE

- AAT Level 2; OR
- Association of Certified Chartered Accountant – Certified Accounting Technician (ACCA -CAT) Level B/Level 2; OR
- NVQJ Level 2 Accounting OR Certificate in Accounting from an accredited University
- Completion of 2nd year in Accounting/Management Studies with Accounting of BBA Degree at an accredited University;
- Associate. Degree in Business Studies/Business Administration/Management Studies;
- Associate Degree in Accounting – MIND/ or Certificate in Government Accounting Level 2; PLUS
- One to two (1-2) years' experience in payroll computation and administration.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure on occasions.
- Maybe subjected to search based on JDF's rule.
- Office located some distance from the main entrance;

Interested persons should forward their applications and résumés via email to joboppsjdfciv@mns.gov.jm NO LATER THAN Wednesday, July 9, 2025, to:

Director, Human Resource Management & Administration
Human Resource Management & Administration Section
Jamaica Defence Force
Up Park Camp
Kingston 5

Subject: Bank Reconciliation Officer

We appreciate your interest in this advertisement; unfortunately, only shortlisted candidates will be contacted.