



Ministry of National Security and Peace

Applications are invited from suitably qualified candidates to fill the following post in the

INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE

Finance and Accounts Department

COMMITMENT CONTROL OFFICER (FMG/ AT 3) (Not Vacant)

SALARY SCALE: \$ 2,190,302 – \$ 2,945,712 PER ANNUM

JOB PURPOSE:

Reporting to the Management Accountant the incumbent is responsible for assisting in the maintenance of an effective cash management system; providing information for the preparation of financial statements and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Institute's Recurrent and Capital Budgets.

KEY RESPONSIBILITIES:

- Assists in the commitment planning process and the determination and classification of commitments according to the following categories:
 - ✓ Inescapable
 - ✓ Priority
 - ✓ Other
- Provides data that will assist management in planning and utilization of available cash based on the level of outstanding commitments.
- Advise the Management Accountant of slow-moving activities from which funds can be wired to facilitate other activities/projects that are urgently in need of funding.
- To control expenditure within the limits of the approved budgets and warrant allocation.
- Receive commitment requisitions from Programme Managers.
- Examine commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment.
- Inform Programme Managers of the status of their requisitions and the funds available under their respective programmes.
- Ensure the proper maintenance of the Commitment and Vote Control Registers for the department by ensuring that warrant allocation and commitments are posted correctly and on a timely basis.
- Submit monthly report to the Management Accountant on the position of un-discharged commitments.
- Provides data that will assist in the preparation of notes to the Appropriation Accounts and the Auditor General's Report.
- Prepares payment and journal vouchers on the accounting system.
- Enter on accounting system allocation of monthly warrants for disbursement to respective programmes and activities.
- Provide data that will assist in the preparation of the annual and supplementary estimates of expenditure in accordance with GOJ timelines and standards.
- Submits weekly reports on the status of advances to be cleared and lodgments outstanding.
- Any other related duties that may be assigned from time to time.

REQUIRED SKILLS AND COMPETENCIES:

- Knowledge of Government Accounting and Financial Management electronic system.
- Working knowledge of the Financial Administration and Audit Act.
- Good oral and written communication skills.
- Excellent planning and organizing skills.
- Problem solving skills.
- Skill in operating a computerized accounting system.
- Work well in a team and on an individual basis.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 &3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree or
- Successful completion of 3 three years of any of the Bachelor's Degree programmes mentioned above.
- Three (3) year experience in government accounting.

Interested persons should forward their application and résumé **NO LATER THAN Monday, February 23, 2026** to the-

**The Director - Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacanciesfslab@gmail.com

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