



CAREER OPPORTUNITY

Temporary Vacant Post

Accounting Technician (FMG/AT 2)

(Donor & Staff Loan Accounts)

Salary: \$1,711,060.00 Per Annum

Job Purpose

Reporting to the Accountant, the incumbent has responsibility for all accounts payable and accounts receivables function relating to the Deposits Donor Accounts and Staff Loan Accounts of the Office of the Children's Advocate / Office of the National Rapporteur of Trafficking in Persons and Safespot project. The primary objective of the position is to ensure the operation of an effective and efficient Accounts Payable and Receivables system for these accounts and that monies collected are lodged in a timely manner as well as in accordance with the Financial Administration and Audit Act, its Regulations and Instructions

Key Responsibilities- Accounting Technician (FMG/AT2)

- Executes the functions of Inserting Officer by inserting all Invoices, its related GCT charges, Receipts, Journals on the Government Financial Management Systems(GFMS) in relation to the Deposits/Donor and Staff Loan Accounts
- Collects transaction receipts from all suppliers/vendors
- Prepares timely, accurate monthly Bank Reconciliation Statements for both accounts in accordance with the FAA Act, Regulations and Instructions standards and practices and submit same to the Accountant
- Receives documents for the preparation of Journal and subsequently prepares same for bank charges, debit advices and credit advices and submit to Accountant
- Ensures that all withdrawals and receipts from the Deposit/Donor and Staff Loan Accounts are properly accounted for
- Ensures that all Payment vouchers are stamped "PAID "and signed by all Inserting, Certifying and Authorizing Officers
- Reviews bank balances online for both Deposits/Donor and Staff Loan Accounts daily and submit information to the Accountant
- Prepares Expenditure Statements to Donor Agencies and submit to Accountant
- Maintains all Payment Vouchers, Journals, Commitment Vouchers files generated on the Government Financial Management Systems (GFMS) in relation to the Deposits/Donor Accounts and Staff Loan Accounts
- Maintains all Bank Statements for both Staff Loan and Deposit/Donor Accounts
- Reconciles all lodgments to the Staff Loan Account with the Accountant General's Department

- Ensures that records are accurate and complete and that all the required reports are produced and submitted within the required timeframe
- Prepares receipts for all monies collected and ensure that they are properly accounted for and lodged to the Deposits/Donor accounts
- Advises payees on the status of all payments
- Transfer funds via online banking to Suppliers/Vendors)
- Prepares and disburses cheques ensuring that they are properly secured and signed by the relevant signatories.
- Liaises with the Donor agencies when the need arises
- Ensures that payments for Taxes withheld are remitted to Tax Administration Jamaica(TAJ)
- Participates in Audit exercises by providing auditors with the necessary information and timely answers to audit queries and observations
- Performs any other related duties that may be assigned from time to time by the Principal Finance Officer

Required Knowledge, Skills and Competencies

Core:

Excellent analytical and judgement skills

Excellent planning and organizing skills

Excellent oral and written communication skills

Excellent problem-solving skills

Good interpersonal and influencing skills

Good customer relations skills

Technical:

- Sound knowledge of the FAA Act, Regulations, Staff Orders 2004 and other GOJ Financial and Administrative guidelines
- Requires knowledge of the Government Financial Management Systems (GFMS) processes/procedures
- Proficiency in Microsoft Office Suite and/or relevant computer applications
- Strong analytical, organizing and problem solving skills
- Action oriented and committed to meeting deadlines

Key Performance Standards

- Accurate and timely preparation of Accounting records
- Confidentiality, impartiality and integrity in operations and general conduct
- Filing and archiving of documentations properly maintained
- Objectives and targets met

Special Conditions associated with the job

- May be required to work beyond the normal working hours.
- Lifting of heavy files and documents

Minimum Required Qualifications and Experience

- AAT Level 3 or;
- ACCA-CAT Level C or;
- ACCA Level 1 or;
- Diploma in Accounting from a recognized University or;
- Associate of Science Degree In Accounting, MIND, or;
- Diploma in Government Accounting, MIND, i.e. Government Accounting levels 1, 2 and 3 or;
- Bachelor's degree in Accounting or Management Studies with Accounting or BBA from a recognized University.
- Two (2) years working experience in an accounting environment