



Office of the Services Commissions

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CIRCULAR No.464 **OSC Ref. C. 6210/S5²⁰**

22nd November, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Senior Payment Officer (FMG/AT 3) - Accounts Payable/Disbursement Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Senior Accounts Payable Officer (FMG/AT 3) - Accounts Payable/Disbursement Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Expenditure Management Officer (FMG/AT 2) - Management Accounts Unit**, salary range \$1,711,060 - \$2,301,186 per annum.
4. **Mission Accounts Officer 2 (FMG/AT 2) - Mission Accounts Unit**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Payroll Clerk (FMG/AC 2) - Payroll Unit**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Senior Payment Officer (FMG/AT 3)**

Job Purpose

The incumbent is responsible for facilitating the payment process to clients by ensuring that all claims, when received, are settled in a timely manner and the disbursement of public funds are in keeping with the Financial Administration and Audit (FAA) Act, Regulations and Instructions, other Statutes and Guidelines.

The incumbent is also responsible for generating all payments to be sent to treasury for processing by the Accountant General's Department (AGD), as well as maintaining and securing all records relevant to the portfolio responsibility.

Key Responsibilities

Management/Administrative:

- Researches and provides assistance in answering audit queries related to the payment process;
- Participates in the preparation and maintenance of the Operational and Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in the maintenance of strict control over the access to records by persons external to the Checking Unit;
- Participates in conducting training of Payments Officer;
- Participates actively in the annual Board of Survey.

Technical/Professional:

- Checks the authenticity of documents presented for payment;
- Facilitates the preparation of payment vouchers using the correct events on the Government Financial Management System (GFMS), ensuring that vouchers are properly prepared, entries and cost center information are correct and the necessary supporting documents complies with the requirement of the FAA Act and its Instructions;
- Checks all Petty Cash and Stamp Imprest reimbursement requests and ensures requests are processed timely;
- Assists the Payment Manager in the management of the payment process by:
 - ✓ Ensuring payment requests promptly inserted and posted to the system and relevant payments are selected for the "Send to Treasury" function;
 - ✓ Ensuring that all payments and other relevant adjustments are posted in the correct period;

- ✓ Ensuring, where applicable, the “return of funds’ process is monitored and actioned;
- ✓ Ensuring the Utility Registers are properly maintained;
- ✓ Monitoring of the payment system to see the status of work-in-progress on a daily basis;
- ✓ Providing information to clients on the status of the processing of their claim, invoice etc.;
- ✓ Assisting with the preparation of monthly status reports and other special reports related to the activities of the Unit;
- Exercises responsibility for the proper maintenance of all records relevant to the payment process by observing strict procedure for their control;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Ability to work in team;
- Good interpersonal skills;
- Ability to work on own initiative;
- Good customer relations skills;
- Good problem-solving and analytical skills;
- Responsible and meticulous.

Technical:

- Good knowledge of the FAA Act, other associated legislation, circulars, directives and bulletins;
- Good knowledge of Government Accounting;
- Good knowledge of the Ministry’s policies, practices and procedures;
- Proficiency in the relevant/applicable computerized Accounting System;
- Sound knowledge of the preparation of payment vouchers;
- Proficient in the use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and the Government Financial Management System (GFMS);
- Knowledge of Internal Controls;
- Knowledge of Accounts Payables and GOJ’s payments process.

Minimum Required Qualification and Experience

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

2. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

The Senior Accounts Payable Officer is responsible for checking all contracts, bills, invoices, vouchers and imprest reimbursements, ensuring the probity, propriety, regularity, authenticity, accuracy and validity of all claims prior, to entry in the accounts payable. The incumbent is also responsible for certifying Accounts Payables electronically on the GFMS

Key Responsibilities

- Checks the accuracy and authenticity of all bills, invoices and statements in respect of goods and services acquired, ensuring that there is probity, propriety, regularity, authenticity and accuracy of claim;

- Scrutinizes supporting documentation and vouchers to ensure that payment is in accordance with the FAA Act and other relevant instructions;
- Certifies Accounts payable on the GFMS in accordance with established Regulations, instruction practices and standards, as well as payables which have been processed for payment by the disbursement Unit;
- Ensures that all lodgements and the relevant cash books and receipt books, value book and other related records are checked regularly and that all public funds in the custody of the cashier are properly secured and accounted for in keeping with the relevant regulations;
- Validates the correctness of amounts received and accounting classification/codes entered on all receipt vouchers;
- Prepares monthly status report on the activities of the Unit, inclusive of aged listing of accounts payable and submits to the Payments Manager for review;
- Ensures that all audit queries related to the disbursement process are suitably answered and that the necessary corrective measures recommended are implemented;
- Assists with the supervision of the Checking Unit, ensuring that the Unit's objectives are achieved;
- Submits recommendations for the formal training of staff to the Payments Manager, ensuring their continued development;
- Evaluates the performance of direct reports;
- Deputizes for the Payments Manager in his/her absence and performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good organizing skills;
- Excellent oral and written communication skills;
- Good problem-solving skills;
- Good team skills;
- Excellent interpersonal and influencing skills;
- Ability to cope well under pressured working conditions and to meet deadlines.

Technical:

- Skills in operating computerized accounting systems;
- Expertise in accruals accounting;
- Good grasp of and working knowledge of GOJ regulations related to Public Sector payments and procurement.

Minimum Required Qualification and Experience

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

3. Expenditure Management Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Director of Management Accounts, the incumbent is responsible for recording commitments for goods and services made on behalf of the Ministry and its Missions overseas, in keeping with the budgetary allocation of the Ministry and discharging these commitments when the goods and services have been delivered and funds are available.

Key Responsibilities

- Reviews unexpended vote and processes requests for commitments from Programme Managers;
- Checks uncommitted vote on GFMS to ascertain if resources are available to cover Purchase Orders;
- Codes, commits and dispatches commitment requisitions;
- Records data in commitment register;
- Assists with monitoring warrant balances to ensure adequacy of resources and makes funds available to meet invoices and claims approved for payment;
- Ensure that the Commitment Module for the Missions are updated daily;
- Checks coding of “invoices” received from procurement and Office Service Management and other departments;
- Reviews Work-in Progress and advises Director, weekly, of Commitment Requisition Orders to be committed and commitments not discharged for lack of funds;
- Generates monthly report of uncommitted vote, undischarged commitments and unpaid invoices (accounts payable) for each programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of government accounting principles and practices;
- Good interpersonal and customer service skills;
- Ability to work in teams;
- Working knowledge of relevant computer applications;
- Sound knowledge of the FAA Act.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

4. Mission Accounts Officer 2 (FMG/AT 2)

Job Purpose

The Mission Accounts Officer 2 is responsible for checking, verifying and reconciling accounts submitted by overseas Missions assigned, with the accounts in Headquarters, in accordance with the Financial Administration and Audit (FAA) Act and other financial instructions.

Key Responsibilities

Technical/Professional:

- Examines the account submitted by overseas Missions assigned, to ensure that all vouchers are properly coded and to ascertain whether any improper payment and unauthorized advances have been made;
- Posts verified receipts and payments to the receipts and payments schedule;
- Checks bank statements submitted by overseas Missions against adjustment vouchers (related to bank transactions);
- Checks adjustment vouchers submitted by overseas Missions for non-bank transactions, to ensure correct amounts are brought to account;
- Prepares adjustment voucher as instructed by supervisor;
- Extracts monthly calculation sheets for each overseas Mission assigned to include monthly expenditures;
- Converts figures using the daily rates as prescribed by the Bank of Jamaica;
- Assists in monitoring outstanding advance account balances;
- Notifies supervisor re-inactive balances in excess of three (3) months with a view to initiating action towards the clearance of these balances;

- Checks bank statements against journal entries and bank balance verified with the Missions' Bank Reconciliation Statement;
- Advances accounts balance for assigned overseas missions are monitored and direct or advised of long outstanding balances and deviations, for necessary action;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - good working knowledge of the Ministry's role and functions;
- Good oral and written communication skills;
- Ability to work in a team;
- Customer and quality focus;
- Good time management and problem-solving skills;
- Keen eye for detail;
- Good interpersonal skills;
- Ability to work under pressure to meet deadlines.

Technical:

- Knowledge of provisions of the Financial Administration and Audit Act (FAA), the Staff Orders, the Foreign Service Orders and other statutes relevant to Government Accounting activities;
- Sound Knowledge of general accounting principles and practices;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant accounting software.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

5. Payroll Clerk (FMG/AC 2)

Job Purpose

The incumbent is responsible for performing clerical payroll duties which includes; research and abstracting historical payroll data, preparation of returns, completion of forms, assisting in the insertion of payroll data and the computation of salary arrears, etc.

Key Responsibilities

- Locates and retrieves old salary records required;
- Ensures that salary registers and other records are properly filed and stored;
- Abstracts historical payroll data for completing forms or for memoranda or letters to be prepared based on request received;
- Assists in the computation of salary arrears;
- Assists in the insertion of monthly and fortnightly payroll data;
- Assists in the batching and dispatch of payslips, pay cheques and deduction;
- Assists in the preparation of covering payment vouchers;
- Assists in the preparation of P45 and returns;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- A good work attitude;
- Strong numerical skills.

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting and In-Service training courses in Government Accounting are assets.

Applications accompanied by résumés should be submitted **no later than Thursday, 5th December, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**