



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 339

12th August, 2022

OSC Ref. C. 6222¹⁰

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

Salary journal officer (FMG/AT 1) (Vacant), salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Salaries Bank Reconciliation Officer, the **Salary Journal Officer (FMG/AT 1)** is responsible for the preparation of Salary Journal Vouchers and assists in Bank Reconciliation, as well as preparation of the Cash Book and verification of the encashed salary cheques.

Key Responsibilities

Management/Administrative:

- Collaborates with direct Supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Prepares the Salary Journal Vouchers for posting to the Salary Ledger in accordance with the Financial Administration Audit Act and its instruction and regulation;
- Receives documents for the preparation of journals;
- Assigns Salary Journal Voucher numbers according to the number sequence adopted;
- Maintains Salary Journal Voucher files;
- Verifies encashed salary cheques and deduction cheques against Bank Statement;
- Posts salary cheque listing electronically for the preparation of Cash Book;
- Ticks off salary cheques issued against Salary Bank Statements noting all discrepancies;
- Sorts encashed salary in numerical and date order;
- Files encashed salary cheques;
- Prepares Salary Cash Book.
- Performs any other related duties assigned by Supervisor

Required Knowledge, Skills and Competencies

- Knowledge of Accounting principles and practices
- Knowledge of Computer data entry
- Knowledge of The FAA Act
- Knowledge of Government procedures and policies
- The ability to effectively balance accounts
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem solving and decision making skills

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**

- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Condition Associated with the Job

- Typical office environment but will be required to work long hours, after hours and on weekends and Public Holidays when the need arises.

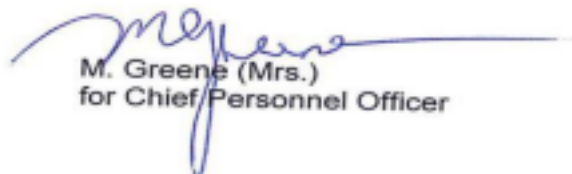
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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.



M. Greene (Mrs.)
for Chief Personnel Officer
