



Office of the Services Commissions

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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**:

Senior Reconciliation 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 Supervisor, Parcels Accounts (FMG/AT 2), the **Senior Reconciliation Officer (FMG/AT 1)** is responsible for reconciling and checking Parcel Statements against Customs value recorded at various offices. The officer also ensures that revenue collected is correctly recorded in accordance with the provision of the FAA Act and its instruction and regulation.

Key Responsibilities

Management/ Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Technical/Professional:

- Balancing District Postmasters' Parcel Statements in accordance with the FAA Act and its instruction and regulation:
 - ✓ Ticks duplicate bills against Postmasters' monthly Parcel Statements
 - ✓ Ticks redirection book against Postmasters' redirection, recorded on their monthly Parcel Statements
 - ✓ Adds the assessed value e.g. Duties, General Consumption Tax (GCT), Customs User Fees and Customs Clearance Fees of the opening balance and receipts
 - ✓ Adds the assessed value (Duties etc.) of the deliveries, returned stock, redirections (Disposals) and stock on hand
 - ✓ Reconciles opening balance and receipts with disposals and stock on hand.
 - ✓ Communicates with Postmasters and their Regional Inspectors when there are discrepancies.
 - ✓ Submits the figures to the Clerk in Charge.
- Completes final balance on Packets, Detain and Delivery Section:
 - ✓ Ticks packet/parcel on stock sheet (parcel/package on hand from previous month) counter delivery, return to sender, counter forward and claim-off and closing stock.
 - ✓ Ticks Detained Forward Book against Detained Dispatch Book (dispatch made to District Postmasters).
 - ✓ Checks and records detain delivery figures.
 - ✓ Compiles and balance figures in packet/parcel book and submits the book to the Supervisor.
- Clears dutiable parcels assessed by customs from Parcel Transaction Statements prepared by Postmasters Island wide using the ASYCUDA System monthly and generate a receipt:
 - ✓ Retrieves Parcel Transaction Statement for the month
 - ✓ Logs in to ASYCUDA System
 - ✓ Enters Department Account Number
 - ✓ Enters the relevant details that are on the Parcel Transaction Statements individually
 - ✓ Verifies the amount and tracking number
 - ✓ Generates a receipt
 - ✓ Writes receipt number, date and amount on the Parcel Transaction Statement
 - ✓ Returns completed Parcel Transaction Statements to Filing Clerk
- 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.

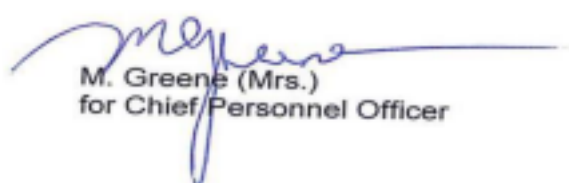
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

**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
