# **JAMAICA POST POSTAL CORPORATION OF JAMAICA**

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# **CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the following positions within the Corporation: -

1. **General Accounting Supervisor (FMG/AT 3) – (Contract) -** Salary range $2,190,302.00 - $2,945,712.00 p.a.

**JOB PURPOSE**

Under the direct supervision of the Expenditure Manager the General Accounting Supervisor has primary responsibility for managing the operation of the remittance service, ensuring that remittances are paid out in the accordance with the contractual agreements entered into with the Postal Corporation of Jamaica’s business partners and in keeping with the Bank of Jamaica’s Regulations.

The General Accounting Supervisor is also responsible for providing oversight to officers delivering remittance services, accounting for revenue from all commercial ventures (wholly, owned or joint). The General Accounting Supervisor is also responsible for ensuring the accuracy and completeness of information gathered and recorded in the Accounting System in keeping with the Accounting Policies and Procedures of the Postal Corporation.

**Key Responsibilities**

**Management and Administrative**

* Directs the work of the Section, including overseeing the creation of the section’s corporate and operational plans and budgets and monitoring the Section’s achievement against them.
* Participates in the development of the Corporation’s Corporate/Operation Plan and strategies; providing the management team with sound financial advice.
* Develops the Unit’s plans to reflect the operational objectives/target/goals for the Unit.
* Collaborates with direct supervisor in the preparation of Individual Work Plans for signing and submission.
* Advises the Director of Finance on the financial performance of the Department and on its financial status.
* Advises the Senior Director/Management Team on the cost of each postal product.
* Compares operational costs against revenue and makes recommendations for increase where necessary.

**Technical/Professional Responsibilities**

* Ensures the pay-out of remittance to beneficiaries from all Post Offices island wide in adherence with all agreements and regulations.
* Processes the Cash Float received from Alliance Investments.
* Monitors electronic reports or other data base to ascertain when 50% of location float has been expended.
* Ensures that all locations are adequately funded to provide remittance services thereby preventing any cash outage occurrences.
* Prepares monthly commission statement/invoice.
* Acts as the PostCorp Remittance Compliance Officer.
* Conducts the compliance review of payments operations.
* Reconcile the T-Epins sales, Main Registered Section (MRS) and Value and Nil Value items.
* Requests Zip Mail payments from the Post and Telecommunications Department.
* Replenishes float accounts of locations meeting usage threshold using established and predetermined distribution channels.
* Resolves any discrepancies related to transactions.
* Liaises with representative of Remittance Agent as required to facilitate the efficient operation of services.
* Reviews transaction documents to ensure compliance with Anti-Money Laundering procedures.
* Reviews pay-out history to make adjustment to location float.
* Prepares performance report and cash float reconciliation report.
* Reviews return copies of transaction documents.
* Disburses funds to T-Epins PC locations.
* Processes JUTC, Bill Express and T-Epins lodgments.
* Prepares Location Cash-out reports, E-pins reconciliation report MRS Epin reconciliation report.
* Analyses reconciliation of cash distribution and pay-out report and prepares report.
* Ensures that locations are provided with adequate stationery supplies.

**HUMAN RESOURCE MANAGEMENT**

* Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and or initiates corrective action where necessary to improve performance and or attaining established personal and or organizational goals through the development of work plans.
* Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
* In collaboration with the Human Resource Division, assists with the development and implementation of a succession planning programme for the Division /Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division.
* Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
* Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed.
* Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division’s and organization’s goals.

**REQUIRED COMPETENCIES**

* Good knowledge of accounting principles and practices, as well as Public Administration.
* Good knowledge of GOJ Budget preparation process (as well as experience).
* Good knowledge of the GOJ’s accounting standards.
* Good knowledge of the Financial Administration and Audit (FAA) Act and Regulations.
* Good knowledge of the PostCorp’s products and services.
* Good knowledge of the Public Bodies and Management Accountability Act.
* Good knowledge of negotiation principles and practices.
* Good knowledge of Government procurement policies.
* Good knowledge of proficient in Computer Application (Microsoft Suite; Excel, Access, Word).
* Good knowledge of Accrual Accounting Principles, International Financial Report Standard requirements.
* Good knowledge of Management Accounting Principles.
* Must be customer and quality focused.
* Good leadership skills.
* Good interpersonal skills.
* Good oral and written communication skills.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

* Bachelor’s Degree in Accounting/Management Studies with Accounting from an accredited University or;
* ACCA Level 2 or;
* NVQJ Level 5, Accounting; or
* ASc. Degree in Accounting, MIND, or
* Diploma in Government Accounting, MIND
* Three (3) years accounting experience, two (2) of which should be at a Supervisory Level.

**Or**

A combination of equivalent qualification.

Please forward applications with resume, no later than **Friday, January 31, 2025** to:

**Director, Human Resource Management and Administration**

**Postal Corporation of Jamaica**

**6-10 South Camp Road, Kingston, CSO**

**Email:** [**hrma@jamaicapost.gov.jm**](mailto:hrma@jamaicapost.gov.jm)

***NB: Only short-listed candidates will be contacted.***