

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following temporary position in the Finance and Accounts Department of Central Administration:

ACCOUNTING TECHNICIAN 1 (FMG/AT 1)

JOB SUMMARY

To provide support in the efficient and orderly operations of the department by ensuring that payment vouchers, Contractor's Levy Returns, invoice orders, suppliers' cheques and expenditure analysis are prepared properly and in a timely basis.

PERIOD OF EMPLOYMENT:

November 9, 2020 to February 28, 2021

KEY RESPONSIBILITIES:

- Co-ordinates the preparation of suppliers cheques including the preparation of purchase orders
- Prepares payment vouchers with proper classification of accounts
- Ensures that contractor's levy are taken from labour on works contract and properly documented to be paid over to the Commissioner – Inland Revenue Department.
- Queries and researches outstanding payment matters.
- Prepares and maintains analysis register of expenditure on Object 25 for each division.

MINIMUM QUALIFICATIONS/EXPERIENCE:

- Four (4) CXC or GCE O'Level subjects
- AAT Level 2 or Government Accounting Level 2
- Two (2) years' related working

Applications should be submitted no later than Friday, October 23, 2020 to:

**THE DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

**Email: personnel@instituteofjamaica.org.jm
FAX # 922-1147**