

# INSTITUTE OF JAMAICA

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

Applications are invited to fill the following temporary position at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica:

## ACCOUNTING TECHNICIAN 3 (FMG/AT 3)

### JOB SUMMARY

Under the direction of the Director of Finance and Administration, the Accounting Technician 3 (FMG/AT 3), is responsible for providing general accounting and financial reporting functions for the National Gallery of Jamaica (NGJ) and external stakeholders.

### PERIOD OF EMPLOYMENT

December 21, 2021 to January 21, 2022

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains the Gallery's accounting/financial records (bank reconciliations, inventory and ledger balances)
- Authorizes payment vouchers/disbursements, and generally managing the work of the Accounts Department, in conformity with the Ministry of Finance regulations/procedures and the FAA Act
- Establishes/maintains systems to ensure financial obligations (bills, salaries, statutory returns etc) are effected on time
- Assists with the co-ordination and control of activities in the department by verifying the accuracy of the general ledger, extracting trial balance from subsidiary books to main accounts
- Accounts for all funds received on behalf of the Gallery (gifts, donations and grants)
- Controls all bank balances
- Ensures that financial records are in order for inspection (Audit)
- Provides leadership to staff through effective objective setting, delegation and communication
- Prepares/submits financial statements including income/expenditure statements regarding the Gift Shop and Coffee Shop, subvention, grants and other revenue earning activities
- Oversees the stock availability
- Manages funds accrued for fund raising activities
- Prepares the annual budget, periodic updates and reviews of expected annual outcomes
- Predicts eventual deviations to budget and submitting proposals for corrective action

### MINIMUM QUALIFICATIONS/EXPERIENCE:

- AAT Level 3 or ACCA – CAT Level 3 or ACCA Level 1 or;
- Diploma in Accounting or A.Sc. in Accounting, MIND or;
- Completion of revised Certificate in Government Accounting Course; or
- Bachelor's degree in Accounting or Management Studies, majoring in Accounting
- Three (3) years' experience, one of which should be at a senior level

### Special Conditions Associated with the Job:

The job requires that the officer work long hours on week-ends when exhibitions are being mounted

Applications should be submitted no later than Thursday, November 11, 2021

**THE DIRECTOR  
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT  
INSTITUTE OF JAMAICA  
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