

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following post in the Central Administration of the Institute of Jamaica:

ACCOUNTING TECHNICIAN (FMG/AT 1)

Salary Range: \$829,622.00 - \$986,160.00

JOB SUMMARY

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

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.
- Prepares purchase requisitions
- Updates Invoice and Recurrent cheque log books
- Prepares listing for GCT to be paid monthly

MINIMUM QUALIFICATIONS/EXPERIENCE:

- Four (4) CSEC or GCE Ordinary Level subjects including English Language and Accounts or Mathematics plus
- AAT Level 1; or
- ACCA-CAT Level 1/Level A; or
- Certificate in Accounting from an accredited University; or
- Completion of the first year of the BSc Degree in Accounting/Management Studies with Accounting; or
- Certificate in Government Accounting Level 1 from MIND or
- Completion of the first year of the ASc Degree in Accounting and
- Two (2) years' related working experience

Applications should be submitted no later than **Friday, May 13, 2022** to:

**Director Human Resource
Development & Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm