

## **INSTITUTE OF JAMAICA**

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

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

### **Accounting Technician (FMG/AT 2)**

**Salary Range:** \$953,768.00 - \$1,133,731.00

#### **Job Purpose**

To contribute to the efficient and orderly operations of the Finance & Accounts Department by ensuring the preparation of the main and subsidiary ledgers and the extraction of statements

#### **Key Responsibilities:**

- Prepares monthly reports on activities
- Prepares financial statements for posting to the general ledger.
- Prepares and codes journal entries with the appropriate general ledger account number and review journal entries for accuracy and completeness for both numeric and descriptive explanatory data.
- Incorporates adjustments to the financial statements based on recommendation from the Auditor General's Department.
- Monitors and maintains deposit accounts.
- Assists with the authentication of cheques
- Posts subsidiary and main ledges by reconciling subsidiary ledgers to cash book
- Prepares bank reconciliation for capital account and other dormant accounts.
- Prepares and monitors investment schedules including claiming of withholding taxes.
- Liaises with external parties i.e. Auditors and Financial Institution
- Assists with any other duties necessary for the smooth operation of the department

#### **Minimum Required Education and Experience:**

- AAT Intermediate stage or
- ACCA-CAT Level 2 or
- Diploma in Accounting from a recognised university,
- Certificate in Government Accounting Levels 1 & 2

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

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

Email [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)