

# 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 Institute of Jamaica:

## **Accounting Technician 1**

**Salary: \$1,711,060.00 p.a.**

### **Job Purpose**

Under the general direction of the Financial Controller, the Accounting Technician 1 has responsibility for the payables function of all divisions and departments of the Institute ensuring the preparation of payments in an efficient and effective manner and the maintenance of accurate accounts payables records.

### **Key Responsibilities:**

- Maintain a filing system for financial documents
- Check and verifies all payment requests
- Set up vendors in the Accounts Payable Module in SAGE
- Maintain vendor files
- Codes expenses to the General Ledger, enters and posts invoices into the accounting software
- Keep track of outstanding payments and prepares a month end payables report
- Monitors payable accounts to ensure that payments are up to date
- Create payment batches and posting of payments to vendors accounts in the accounting software
- Prepares and performs cheque runs
- Prepares and process electronic transfers and payments
- Prepares payment vouchers with proper coding of accounts for all payments for approval
- Prepares relevant journals for verification and posting to the General Ledger
- Reconciles accounts payables transactions – General Ledger and Sub Ledger
- Prepares Expenditure Statements for Divisions and Departments monthly
- Assist with the preparation of non-statutory deduction payments
- Prepare the GCT report monthly for submission to the Ministry
- Prepare GCT Tax Withholding Certificates (TWC)
- Prepare GCT journals and payments
- Maintains a schedule of payments to Council and Board members
- Maintains a schedule for all rentals, identifying changes in contract terms and implementation
- Prepares tuition refunds and personal reimbursements to staff
- Prepares income and expense audit schedules and supporting documents requested by the Internal and External Auditors
- Maintains Accounts Payable records, journals, ledgers and administrative tasks
- Prepares varied reports monthly
- Assist in month end closing reporting procedures
- Attends meetings on behalf of the Finance & Accounts Department and/or the Agency as directed
- Participates in the efforts of the Finance and Accounts Department Team to achieve departmental and Institute goals; demonstrate and uphold the Institute's core values in personal and professional behaviours

### **Technical Competencies**

- Knowledge of generally accepted accounting principles (IFRS – International Financial Reporting Standards)
- Knowledge of Government of Jamaica Accounting principles, procedures and regulations.
- Knowledge of the FAA Act
- An understanding of Government’s budgeting process
- Knowledge of Government procurement guidelines
- Knowledge of SAGE accounting software
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Problem-solving and decision-making skills
- Planning and organizing skills
- Managing external relationships

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

- AAT Intermediate stage or
- ACCA-CAT Level 2 or
- ACCA Level 1or;
- NVQJ Level 4, Accounting or:
- ASc. Degree in Accounting, MIND or;
- Diploma in Accounting from an accredited University or Community College or;
- Certificate in Government Accounting Levels 1 & 2
- Two (2) years’ related working experience

Applications should be submitted no later than **Friday, February 7, 2024** 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)**