

INSTITUTE OF JAMAICA

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

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

Accounting Technician 2 (FMG/AT 2) (Band 4)

Job Purpose

Under the direction of the Senior Accountant and Payroll Officer, the Accounting Officer has responsibility for monitoring and preparing all bank reconciliation activities, project accounts, the preparation of the fortnightly payroll and assist with other financial and accounting operations.

Key Responsibilities:

- Monitors all banking activities in order to detect irregularities and prevent fraud.
- Ensure that any discrepancies identified are brought to the attention of the Director Finance and Accounts and Financial Controller in a timely manner for effective resolution.
- Monitors the movement of funds between the bank accounts and ensures that all supporting accounting entries are accurately made.
- Prepares bank reconciliation statements monthly for all bank accounts except the project account.
- Prepares and codes journal entries with the appropriate general ledger account number and submit to the Financial Controller for review.
- Enter transactions in the General Ledger.
- Maintains required files, reports and data.
- Filing of bank reconciliation and bank statements after approval.
- Assist the Internal Auditors and External Auditors with documentation required by them to effectively perform their job.
- Liaises with external parties i.e. Auditors and Financial Institutions
- Represents the Director Finance and Accounts and/or the Financial Controller at meetings both internal and external.
- Prepares the fortnightly payroll ensuring that all relevant information in connection with the payment of salaries is accurately entered on the payroll system.
- Prepares bank uploads for salaries and project payments.
- Prepares and performs cheque runs for project payments.
- Maintains and updates all project accounts
- Prepares the monthly payroll in the absence of the Payroll Officer.
- Represents the Financial Controller and/or Director, Finance and Accounts at meetings
- Assist in month end closing reporting processes

Minimum Required Education and Experience:

- AAT Level 3 or;
- ACCA-CAT Level C/level 3 or;
- ACCA Level 1 or;
- NVQJ Level 4, Accounting or;

Minimum Required Education and Experience:

- Diploma in Accounting from an accredited University or Community College or;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution or;
- ASc. Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 &3 or;
- BSc, Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.
- Two (2) to three (3) years related experience

Salary Scale:

\$1,711,060.00 p.a. - \$2,301,186.00 p.a.

Applications should be submitted no later than **December 20, 2024** to:

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

Email personnel@instituteofjamaica.org.jm