

# 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 2**

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

### **Job Purpose**

Under the direction of the Financial Controller, the Accounting Technician 2 has responsibility for the implementation and monitoring of commitment planning and control ensuring that expenditures are within the limits of the approved budget and warrant allocation in respect of the Institute; credit card monitoring and control and assist with other financial and accounting operations.

### **Key Responsibilities:**

- Prepares monthly and weekly reports on activities
- Contributes to the preparation of the department and agency's operational plans, budget and cash flow
- Contributes to the documentation of accounting and operational procedures and guidelines including systems of control to facilitate the efficient management and delivery of service from the department; implements/ recommends initiatives to improve accounting processes and procedures.
- Prepares quarterly report on credit card operations
- Attends meetings on behalf of the Finance & Accounts department and/or the Agency as directed
- Contributes to the costing of the Institute's services
- Obtain the organization's Tax Compliance Certificate (TCC)
- Commitment planning and control to ensure that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions.
- Assist the Financial Controller in apportioning the approved budget to reflect the categories of Inescapable, Priority and other commitments for the relevant financial year
- Assist with reviewing the budget from time to time and adjust to reflect changing patterns in the levels of funds released through the warrant and bank accounts
- Prepares journal entry to book subvention to the accounting software
- Posts details of monthly warrant allocation to the commitment control register by divisions and departments, function, programme and project activity
- Analyses commitment requests from Divisions and Departmental Directors, determine the appropriateness of the expenditure, the accuracy of the charges and the availability of funds
- Assist in committing the agency's expenditure requests by ensuring that all requisite sign offs and authorizations are complete
- Advises the Financial Controller and/or Director, Finance and Accounts of imminent excesses on voted provisions
- Prepares requests for approval by the Director, Finance and Accounts for virement of funds and supplementary provisions when necessary
- Assist in the preparation of the Estimates of Expenditure/ Budget for the Institute
- Assist in the preparation of the cash flow for the Institute
- Assist in the preparation of supplementary estimates
- Prepare Cash Management Reports which will facilitate a review of each division and department activity reflecting their approved budget, warrant allocation, commitment to date, commitment discharged or undischarged and available balances on warrant and vote and Special Deposits
- Monitoring of the credit card to ensure funds are accurately accounted for and transactions posted to the General Ledger
- Obtain from cardholders all bills, sales draft, invoices, statements, transaction receipts etc for all credit card purchases and ensure that they were valid official transactions
- Prepare a monthly reconciliation between the amount claimed by the bank for payment and the cardholder's bills, receipts etc.

### **Key Responsibilities Continued:**

- Ensures that legitimate credit card payments are made promptly and in full to avoid any finance charges
- Post transactions to the accounting software
- Monitor transfer of warrant to the National Gallery of Jamaica and submit the allocation
- Prepare bank reconciliation statements in the absence of the responsible officer
- Perform filing of financial records
- Assist in month end closing reporting procedures

### **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
- Knowledge of public sector budget preparation and administration
- Knowledge of Government procurement guidelines
- Knowledge and experience in Government accounting
- Knowledge of SAGE accounting software
- Knowledge of IOJ's policies and procedures
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Technical skills
- Negotiation skills
- Compliance
- Goal/ Results Oriented
- 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)