

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in the Finance and Accounts Department of Central Administration:

ACCOUNTING TECHNICIAN 3 (FMG/AT 3)

SALARY RANGE: \$2,190,302.00 per annum - \$2,945,712.00 per annum

(Please note that new employees are paid at the minimum rate)

JOB SUMMARY

The Accounting Technician 3 prepares the cash flow, financial and other reports generated by the department

KEY RESPONSIBILITIES:

- Provides comprehensive reports to the Director Finance and Accounts on all on-going investigations
- Recommends operational changes to improve compliance, efficiency and effectiveness
- Assists in the preparation of unit and operational plans
- Examines the trial balances for accuracy, documents and investigates discrepancies
- Liaises with the Manager – Information Technology and the Systems Administrator to facilitate maintenance of computerized accounting systems
- Authorizes payment vouchers/disbursements
- Prepares and consolidates financial reports including income and expenditure analysis for divisions
- Assists in the preparation of the Institute's Budget and prepares the Cash Flow
- Verifies analysis of sub-ledger accounts, investigates and documents discrepancies
- Ensures that records are securely stored to facilitate the audits (and for internal control)

MINIMUM QUALIFICATIONS/EXPERIENCE:

- AAT Level 3; or
- ACCA-CAT Level 3; or
- ACCA Level 1 or
- Diploma in Accounting; or
- A.Sc. in Accounting, MIND; or
- Completion of revised Certificate in Government Accounting Course or;
- Bachelor's degree in Accounting or Management Studies majoring in Accounting
- Three (3) years' experience, one of which should be at senior level.

Applications should be submitted no later than Friday, September 19, 2025 to:

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

Email: personnel@instituteofjamaica.org.jm