

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

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

BANK RECONCILIATION OFFICER

SALARY: \$2,000,000 per annum

JOB SUMMARY

Under the direction of the Accounting Technician 3, the Bank Reconciliation Officer has responsibility for monitoring and preparing all bank reconciliation activities for all bank accounts operated by the Institute of Jamaica with a major emphasis on bringing up to date the Main Recurrent Account from April 2021 to present.

KEY RESPONSIBILITIES:

- Monitors all banking activities in order to detect irregularities and prevent fraud.
- Ensures that any discrepancies identified are brought to the attention of the Director, Finance and Accounts and Accounting Technician 3 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.
- Records bank charges, interest, direct debits, and other transactions not reflected in the Cash Book.
- Prepares and codes journal entries with the appropriate general ledger account number and submits to the Accounting Technician 3 for review.
- Maintains accurate records of unpresented cheques, deposits in transit, and other reconciling items.
- Prepares bank reconciliation statements monthly for all bank accounts.
- Prepares and updates the bank reconciliation for the account that has a backlog.
- Ensures all reconciliations comply with GOJ financial regulations and internal control standards.
- Enters transactions in the General Ledger.
- Maintains required files, reports and data.
- Files of bank reconciliation and bank statements after approval by the Accounting Technician 3.
- Assists the Internal Auditors and External Auditors with documentation and explanations.
- Assists in month end closing reporting processes

REQUIRED COMPETENCIES

- Knowledge of SAGE accounting software
- Proficiency in Microsoft Office Suite and other relevant computer applications and systems
- Technical skills
- Problem-solving and decision-making skills
- Planning and organizing skills
- Methodical
- Meticulous
- Time Management skills
- Analytical skills
- Ability to work under pressure

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
- Two (2) to three (3) years related experience

Applications should be submitted no later than Thursday, December 4, 2025 to:

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

Email: personnel@instituteofjamaica.org.jm