

INSTITUTE OF JAMAICA

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

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

Accounting Technician (FMG/AT 2)

Salary Range: \$953,768.00 - \$1,133,731.00

Job Purpose

To contribute to the efficient and orderly operations of the Finance & Accounts Department by ensuring the preparation of the main and subsidiary ledgers and the extraction of statements

Key Responsibilities:

- Prepares monthly reports on activities
- Prepares financial statements for posting to the general ledger.
- Prepares and codes journal entries with the appropriate general ledger account number and review journal entries for accuracy and completeness for both numeric and descriptive explanatory data.
- Incorporates adjustments to the financial statements based on recommendation from the Auditor General's Department.
- Monitors and maintains deposit accounts.
- Assists with the authentication of cheques
- Posts subsidiary and main ledges by reconciling subsidiary ledgers to cash book
- Prepares bank reconciliation for capital account and other dormant accounts.
- Prepares and monitors investment schedules including claiming of withholding taxes.
- Liaises with external parties i.e. Auditors and Financial Institution
- Assists with any other duties necessary for the smooth operation of the department

Minimum Required Education and Experience:

- AAT Intermediate stage or
- ACCA-CAT Level 2 or
- Diploma in Accounting from a recognised university,
- Certificate in Government Accounting Levels 1 & 2

Applications should be submitted no later than **Saturday November 19, 2022** to:

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

Email personnel@instituteofjamaica.org.jm