

# INSTITUTE OF JAMAICA

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

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

## **Collections Officer (FMG/AC 1)**

**Salary:** existing \$1,124,500.00 per annum  
with effect from 1/4/2023 \$1,272,269.00 per annum

### **Job Summary**

To contribute to the efficient and orderly operations of the Finance & Accounts Department by ensuring that cash received are properly recorded, classified and accounted for in accordance with established procedures and regulations.

### **Key Responsibilities**

- Produces adhoc reports on key responsibility areas
- Collects fees from tour groups
- Verifies entries in the value book against the money received
- Prepares lodgments for the bank.
- Maintains the Petty Cash imprest.
- Enters all cheques received in the cheques book and prepares cheques for payment.
- Issues receipts and invoice books and keeps a record for purposes of internal control and audit
- Disburses salaries and allowances to staff and pensioners.
- Maintains records of all auxiliary and official receipts
- Assists customers who enter the IOJ Gift Shop
- Responds to customers who enquire about books and gift items
- Enters items that customers are purchasing into the Cash register system for price
- Enters all the sales made from the IOJ Gift Shop into the Development Fund Receipt book
- Places gift items, journals and memorabilia on the required shelves

### **Minimum Qualification/Experience**

- Four (4) GCE Ordinary Level subjects (Grades A-C), CXC (General, Grades 1-3) including Mathematics or Accounts and English Language along with in-service training in Government Accounting Systems (Basic Accounting 1)
- One (1) year's related experience

Applications should be submitted no later than **Friday, March 16, 2023** to:

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

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**