

# INSTITUTE OF JAMAICA

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

Applications are invited to fill the following post at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica:

## ACCOUNTING TECHNICIAN (FMG/AT 1)

### JOB SUMMARY:

To provide direct support to the **Accounting Technician 3**, in ensuring the efficient and effective functioning of the Accounting Department

### KEY RESPONSIBILITIES:

- Reconciles salaries, expenditures and Cash books and ensure correct balances
- Certifies payment vouchers and assist with preparation of weekly payroll
- Records all payment vouchers and cheques
- Prepares of invoices for Zero-rating in order to facilitate cost-savings
- Post payment vouchers & cheques prepared for bank to Peachtree Accounting
- Prepares bank reconciliation for subvention accounts

### MINIMUM QUALIFICATIONS/EXPERIENCE:

- Four (4) CSEC or GCE Ordinary Level subjects including English Language and Accounts or Mathematics plus
- AAT Level 1;
- Certificate in Accounting from an accredited University;
- Completion of the first year of the BSc Degree in Accounting/Management Studies with Accounting;
- Certificate in Government Accounting Level 1 from MIND
- Completion of the first year of the ASc. Degree in Accounting
- Two (2) years related working 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)