

INSTITUTE OF JAMAICA

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

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

ACCOUNTING TECHNICIAN (FMG/AT 2)

JOB SUMMARY

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

KEY RESPONSIBILITIES

- Records/dispatches salary cheques drawn
- Reconciles salaries, expenditures, and cash book and ensure correct balances
- Prepares statutory deductions cards reconciled with payroll data
- Certifies payment vouchers and assist with preparation of Weekly payroll
- Prepares weekly/monthly payroll using TurboPay software
- Prints payrolls, summaries and pay slips
- Prepares payroll schedules for auditing
- Prepares invoices for Zero-rating in order to facilitate cost-saving
- Prepares lodgements for the bank

MINIMUM QUALIFICATIONS/EXPERIENCE

- AAT Level 2;
- ACCA – CAT Level B/Level 2;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND), or
- Certificate in Government Accounting level 2 MIND plus
- Two (2) years' related working experience

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

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

Email: personnel@instituteofjamaica.org.jm