

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 3 (FMG/AT 3)

JOB SUMMARY

Under the direction of the Director of Finance and Administration, the Accounting Technician 3 (FMG/AT 3), is responsible for providing general accounting and financial reporting functions for the National Gallery of Jamaica (NGJ) and external stakeholders.

KEY RESPONSIBILITIES:

- Maintains the Gallery's accounting/financial records (bank reconciliations, inventory and ledger balances)
- Authorizes payment vouchers/disbursements, and generally managing the work of the Accounts Department, in conformity with the Ministry of Finance regulations/procedures and the FAA Act
- Establishes/maintains systems to ensure financial obligations (bills, salaries, statutory returns etc) are effected on time
- Assists with the co-ordination and control of activities in the department by verifying the accuracy of the general ledger, extracting trial balance from subsidiary books to main accounts
- Accounts for all funds received on behalf of the Gallery (gifts, donations and grants)
- Controls all bank balances
- Ensures that financial records are in order for inspection (Audit)
- Provides leadership to staff through effective objective setting, delegation and communication
- Prepares/submits financial statements including income/expenditure statements regarding the Gift Shop and Coffee Shop, subvention, grants and other revenue earning activities
- Oversees the stock availability
- Manages funds accrued for fund raising activities
- Prepares the annual budget, periodic updates and reviews of expected annual outcomes
- Predicts eventual deviations to budget and submitting proposals for corrective action

MINIMUM QUALIFICATIONS/EXPERIENCE:

- AAT Level 3 or ACCA – CAT Level C/Level 3 or ACCA Level 1 or;
- Diploma in Accounting from an accredited University;
- or A.Sc. Degree in Accounting, Management Institute for National Development (MIND) or;
- Diploma in Government Accounting, MIND or Government Accounting Levels 1, 2 & 3; or
- BSc Degree in Accounting or Management Studies, majoring in Accounting
- Three (3) years' experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

The job requires that the officer work long hours on week-ends when exhibitions are being mounted

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

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

Email: personnel@instituteofjamaica.org.jm