

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:

Accounting Clerk (FMG/AC 2)

Job Summary

To contribute to the efficient and orderly operations of the Finance & Accounts Department by assisting in the preparation of staff related payments and the maintenance of a filing system

Key Responsibilities

- Assists in the maintenance of a filing system for financial documents
- Prepares cheques and payment vouchers for salaries, statutory and non-statutory deductions
- Prepares and verifies the accuracy of statutory and non-statutory deductions before cheques are typed
- Prepares CGT refund applications
- Computes and prepares staff payment of Upkeep, Taxi, Refreshment, Subsistence and Supper Allowances
- Types staff payments cheques including monthly and fortnightly salaries and allowances
- Conducts research on queries both internal and external
- Maintains filed copies of documents relating to Upkeep Allowance i.e. Fitness, Registration etc.
- Facilitates Sangster's Back to School Book program by collecting staff book list and delivering to the book store, reconciling books received, distributing to staff, preparing schedule for recovery of deductions and preparing payment to Sangsters.
- Maintain register for supper and taxi allowances
- Logs cheques in register and generates voucher numbers

Minimum Qualification/Experience

- Four GCE Ordinary Level subjects (Grades A-C), CXC (General, Grades 1-3) including Mathematics or Accounts and English Language
- Courses in Basic Payroll, Voucher Preparation, Maintenance of Registers, Maintenance of Petty Cash, Quantitative Techniques, Introduction to FMIS, Data Processing 1 & 11 and Classification of Accounts are assets
- One (1) year's related working experience.

Applications should be submitted no later than **Friday, March 31, 2023** to:

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

Email: personnel@instituteofjamaica.org.jm