

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **temporary** position in the Institute of Jamaica:

Collections Officer (FMG/AC 1) (Band 3)

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

Period of Employment

August 12, 2024 to November 4, 2024

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

Salary Scale

\$1,439,455.00 p.a. to \$1,935,907.00 p.a.

Applications should be submitted no later than **Friday, July 30, 2024** to:

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

Email: personnel@instituteofjamaica.org.jm