



ACCOUNTANT (LEVEL 5)

Basic Salary: \$2,478,125.00 - \$3,332,803.00 per annum.

JOB PURPOSE:

Under the direction of the Senior Accountant, Financial Accounts, the incumbent is responsible for ensuring that all bills, claims, vouchers, statements, etc are properly checked for probity, propriety, regularity, authenticity, etc. before certification and acceptance of charge as an accounts payable, thus ensuring that all accounts payables, are properly identified, and entered in the correct period to which they relate.

KEY RESPONSIBILITY AREAS:

Administrative

- Maintain a record of all cyclical payments as well as all routine or ongoing contractual obligations (e.g. utilities, rental, subsistence, travel claims, etc.);
- Classifies payments according to fixed assets, stock, expenses, advances, and settlement or liabilities;

Technical/functional

- Certifies all payments entered in the SAGE AccPac accounting system in addition to the physical process before the vouchers are passed for authorization;
- Conducts periodic checks on the travel register and compare with the record in the personnel unit to ensure that claims submitted are supported with the appropriate travel documents;
- Checks and certifies bills, claims, vouchers, statements, and like documents for probity, propriety, regularity, and authenticity;
- Maintains a record of all cyclical payments as well as routine or ongoing contractual obligations (e.g. utilities, janitorial services, security services, consultancy services, travel claims)
- Monitors that invoices, bills, quotations etc received for all known cyclical and contractual obligations and these are booked in accounts payable
- Maintains financial process controls, such as verifying that all creditor invoices and purchase orders have been approved and reporting any discrepancies;

- Performs the day-to-day processing of accounts payable transactions to ensure that Agency's finances are maintained in an effective, up to date and accurate manner;
- Certifies invoices, claims bills, etc., and records information in payment vouchers ensuring the correctness of details regarding:
 - a) Payee
 - b) Amounts payable
 - c) Account codes
 - d) Purpose or description of payment
 - e) Authority or file reference
 - f) Procurement Process
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Sound knowledge of financial and accounting principles and practices, specifically payments and accounts payable systems and including the FAA Act;
- Working knowledge of relevant computer applications.

Behavioral

- Keen attention to detail;
- Ability to work effectively with internal and external stakeholders;
- Ability to build partnerships to achieve operational goals;
- Sound personal and professional integrity;
- Good analytical and problem-solving skills;
- Ability to manage & communicate effectively both orally and in writing;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT level 3 OR;
- ACCA-CAT Level 3 OR;
- Diploma in Accounting from a recognized University e.g. UTECH OR;
- A.Sc. – Accounting, MIND OR;
- Completion of the revised Certificate in Government Accounting Course OR;
- B.Sc. in Accounting or Management Studies with Accounting from a recognized University e.g. UWI;

Applications along with résumés should be submitted no later than **Friday, June 2, 2023 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.