

# **CAREER OPPORTUNITY**



The Electoral Office of Jamaica invites applications from suitably qualified persons to fill the following positions:

## **(1) PAYMENT OFFICER (FMG/AT II) – 2 posts**

### **Core Functions**

Prepares payment vouchers by:

- Receiving payment correspondence, bills and claim forms from the Accountant
- Checking payment authenticity and accuracy
- Checking for claim duplication
- Preparing electronic payment voucher by coding the payment and charging the cost to the relevant centre
- Ensuring vouchers are certified and authorized by the relevant officers
- Preparing daily listings and appropriately files payment vouchers

### **Minimum Required Qualification and Experience**

- AAT Level 2 or ACCA-CAT Level B or Certificate in Accounting from a recognized University or Associate Degree – Accounting, MIND or Government Accounting Level 2, Modules 1-5 or Completion of second year in Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University
- Three (3) years' experience in government accounting, salary and payment system
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)

Salary range: \$873,415.00 - \$1,038,215.00 per annum

## **(2) SALARY CLERK (FMG/AT I)**

### **Core Functions**

Enters payroll information for all staff by:

- Receiving adjustment correspondence from accountant through the payroll supervisor
- Sorting and classifying information
- Making adjustments on the electronic system
- Presenting electronic adjustment correspondence to the payroll supervisor for checking or verification
- Preparing salary controls and updating travel registers
- Writing salary and deductions cheques
- Preparing monthly remittances for upload to electronic banking system
- Assisting with preparation of statutory and deduction payment vouchers and annual returns
- Preparing P24 and P45 forms

### **Minimum Required Qualification and Experience**

- AAT Level 2 or ACCA-CAT Level B or Certificate in Accounting from a recognized University or Associate Degree – Accounting, MIND or Government Accounting Level 2, Modules 1-5 or Completion of second year in Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.
- At least two (2) years' experience in government accounting
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)

Salary range: \$759,728.00 - \$903,078.00 per annum

**(2) SECRETARY (OPS/SS 2) – 2 posts**

**Core Functions**

- Performing all administrative/clerical functions associated with the efficient operation of the department.
- Handling incoming and outgoing correspondence and telephone calls.
- Maintaining adequate levels of stationery and office supplies within the Department
- Coordinating and attending meetings and taking minutes for reproduction.
- Assisting the Manager(s) in the preparation of correspondence, plans, budgets and relevant reports
- Maintaining a suitable filing system in the department
- Providing assistance with various projects and election related activities.

**Minimum Required Qualification and Experience**

- Five (5) CXC/CSEC subjects inclusive of English Language and Mathematics with passes at grades 1, 2, or 3.
- Certificate in Secretarial/Administrative Studies from an accredited institution
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)
- Minimum of three (3) years' experience at a similar level.
- Designation of Certified Professional Secretary (CPS) is desirable.
- Any Accounting certification would be an asset.

Salary range: \$715,412.00 - \$850,400.00 per annum

**Applications should be submitted by Wednesday July 31, 2019 to:**  
**The Director, Human Resource Management**  
**P.O. Box 671, G.P.O.**  
**Kingston**  
**Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

*We thank all applicants for their interest but only shortlisted candidates will be contacted.*