



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

PAYMENT OFFICER (FMG/AT 2)

Job Summary:

Responsible for the preparation of payment vouchers for claims originating from all constituency offices.

Core Duties

- Prepares payment vouchers for part-time staff, casual workers, contractors for service for constituency offices
- Prepares daily listings and files payment vouchers.
- Submits completed payment vouchers to relevant personnel for further processing
- Attaches receipts for bills paid to the relevant payment vouchers
- Checks payment authenticity (relevant invoice/bill must be attached) and accuracy

Minimum Qualification & Experience:

- AAT Level 2 or ACCA-CAT Level B **OR**
- Associate Degree – Accounting, MIND/Government Accounting Level 2 **OR**
- Completion of second year in Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from an accredited University.
- 1 year experience in an accounting environment

Salary band: \$953,769 - \$1,133,731 per annum

**Applications should be submitted by Friday January 21, 2022 to:
The Director, Human Resource Management
P.O. Box 671, G.P.O., Kingston
Email: hr@ej.com.jm**

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