



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **COLLECTIONS AND DISBURSEMENT OFFICER (FMG/AT 1)** in the Rehabilitation Industries Branch, Rehabilitation and Probation Aftercare Division with salary ranging from **\$1,711,060 – \$2,301,186 per annum**.

#### **JOB PURPOSE**

The incumbent is responsible for collecting, reconciling, and reporting on all Bank Statements query and error observed. Prepares a monthly Bank Reconciliation Statement for each Bank Account, recording all outstanding cheques monthly. Maintains full responsibility for all monies/cheques collected/ disbursed and to ensure the proper accounting of all lodgments to the relevant bank accounts.

#### **KEY RESPONSIBILITIES**

##### **Technical/Professional Responsibilities:**

- Receives cash from farm gate buyers, disburses funds, and records monetary transactions;
- Prepares deposit slips;
- Prepares cash for collection by armored courier;
- Maintaining the farm's Petty Cash Book and reimbursing imprest as per cash book;
- Being custodian of all receipt books, cheque leaves and receipts cash book currently in use at the farm;
- Maintains the cash book on the FINMAN;
- Posts and balances receipts and cash book on a daily basis;

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Comprehensive knowledge of Bank Reconciliation practices and procedures.
- Comprehensive knowledge of accounting principles and practices.
- Working knowledge of Financial Audit and Administration Act.
- Working knowledge of relevant computer systems and their applications.
- Excellent planning and organizational skills.
- High detail orientation and accuracy.
- High analytical and judgment skills.
- Strong communication and report writing skills.
- Strong information and task monitoring skills.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- AAT Level 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI;
- Certificate in Management Studies, UWI;
- Diploma in Business Administration/Studies from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/ Business Studies from an accredited tertiary institution.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work is generally sedentary in nature but may require standing and walking for up to 10% of the time.
- General office environment with standard office equipment available.
- The working environment is generally favorable.
- Working in a high-risk environment.

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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**