

DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

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

JOB PURPOSE

The incumbent is responsible for ensuring payments to suppliers and service providers are done in a timely manner and in complete compliance of GOJ guidelines and regulations.

KEY RESPONSIBILITIES

Technical Responsibilities:

- Prepares Commitment and Payment vouchers for goods/service with correct calculations and classifications in accordance with Government Accounts standards;
- Maintain a monthly spreadsheet for the reconciliation of withholding taxes payable for each respective supplier;
- Prepare bills and invoices for the deduction and payment of all withholding taxes;
- Numbers and insert payment vouchers to the FINMAN System for certification;
- Prepares calculation of stipends to inmates for each institution for processing;
- Contributes to the financial management and reporting of the Department;
- Contributes to the Department's compliance to FAA Act guidelines;
- Receives and collates bills for utilities for payment;
- Prepare Tax Certificates for all withholding;
- Maintain the Court Fines Register;
- Maintain the Payment Register.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of the FAA Act and other government accounting guidelines;
- Knowledge of Accounting Procedures and GOJ Chart of Accounts;
- Good knowledge of GOJ and Ministry's Policies and Procedures;
- Good team skills;
- Good oral and written communication;
- Competent in using Microsoft Excel;
- Skill in operating computerized accounting systems (GFMS).

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

- Typical working condition; no adverse working condition
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Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston

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