



## 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 **PROJECT ACCOUNTS OFFICER (FMG/AT 2)** in the Project Accounts Branch, Finance and Accounts Division with salary ranging from **\$1,711,060 – \$2,301,186 per annum**.

#### **JOB PURPOSE**

The incumbent supports the Director Project Accounts in the accumulating, recording and reporting of financial information on the various projects undertaken by the Department of Correctional Services in accordance with Government guidelines.

#### **KEY RESPONSIBILITIES**

##### **Technical Responsibilities:**

- Accurate calculation and preparation of stocks and cash books;
- Accurately prepare payment information for bills/claims submitted;

##### **Other Responsibilities:**

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

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

- Knowledge of accounting techniques, principles and practices.
- Sound knowledge of the Government accounting procedures.
- Good oral and written communication skills;
- Excellent teamwork and cooperation;
- High level of integrity;
- Excellent interpersonal skill.
- Skill in operating computerized accounting systems.

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

- AAT Level 2;
- ACCA CAT Level B Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from a n accredited University;
- Completion of second year of the B Sc. Degree in Accounting/ Management Studies with Accounting or BBA Degree at a n accredited University;
- ASc. Degree in Business Studies/ Business Administration /Management;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Critical deadlines for completion of tasks.
  - May be required to work beyond the normal working hours.
  - May be required to work on weekends and public holidays.
  - Exposure to high-risk environment within Correctional Facilities and their environs.
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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.**