



The National Family Planning Board-Sexual and Reproductive Health Agency, A Statutory Agency of the Ministry of Health is seeking to identify a motivated, result-orientated and qualified professional to fill the following vacancy:

ACCOUNTING TECHNICIAN 1 - FMG/AT 1

The incumbent will report to the Director, Finance & Accounts. He/she will be responsible for the maintenance of salaries and deductions, as well as the preparation of payment vouchers.

RESPONSIBILITIES:

Technical / Professional Responsibilities

1. Prepare and record salaries of all employees.
2. Prepare payment vouchers for statutory and personal deductions as well as other payments.
3. Compile payroll and pension annual returns.
4. Prepare bank reconciliation.
5. Update the various registers that are used in the preparation of payment vouchers.
6. Prepare audit schedules for expense and revenue accounts.

Required Competencies:

Core

- Ability to communicate effectively in written and oral format
- Good organisational and time management skills including the ability to handle multiple tasks simultaneously
- Ability to work with details
- Integrity and confidentiality
- Teamwork

Technical

- A good understanding of the accounting principles underpinning bank reconciliation and general ledger transactions.
- Knowledge of relevant Government of Jamaica accounting procedures.
- Good knowledge of computerized accounting systems and other relevant computer applications including MS Office and Email.

Minimum Required Education and Experience

- Four (4) CXC/GCE subjects at the General Proficiency level, including English Language and Mathematics.
- Two (2) years bank reconciliation and general ledger accounting experience.

Applications should be emailed to nfpbapplications@jnfpb.org to the attention of the (Acting) Director, Human Resource Management and Administration no later than **May 12, 2017**.

We thank all candidates for responding, however, only short-listed applicants will be contacted.