



Houses of Parliament

Jamaica

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SENIOR PAYABLES OFFICER PAY BAND 5 (FMG/AT 3)

Applications are invited from suitably qualified officers for the post of **Senior Payables Officer Pay Band 5 (FMG/AT 3)** vacant at the Houses of Parliament. The salary ranges from \$1,984,305 - \$2,668,670 per annum.

SCOPE OF DUTIES

Reporting to the Accounts Payable and Payroll Manager, the incumbent will be responsible for the proper checking, posting and payment of all accounts payable in accordance with Financial Administration and Audit (FAA) Act. The incumbent will also ensure that funds are committed for all payments.

MAIN DUTIES AND RESPONSIBILITIES

Technical Responsibilities

- Maintains records of all payments as well as all routine or ongoing contracts for example utilities, janitorial services and travel claims;
- Ensures that the checking of pay sheets, statutory and non-statutory deductions vouchers and salary payment vouchers are completed and corrected in a timely manner;
- Checks in detail batches of vouchers and claims for infractions or errors;
- Ensures that annual returns such as Income Tax, NIS and NHT are submitted on time;
- Consults with the Principal Finance Officer and Accounts Payables and Payroll Manager to determine the priority of bills/invoices to be paid;
- Prepares Annual Returns for submission;
- Examines all incoming correspondence, claims and vouchers submitted to the Branch and assigned to the Accounts Payables Officer for detail checking along with any relevant information for guidance;
- Monitors the Accounts Payables Officer ensuring that invoices, claims and vouchers are assigned for checking and are processed within a reasonable time;

- Prepares commitments of all utility bills, invoices, claims, vouchers assigned ensuring that there is propriety, regularity, authenticity and accuracy of claim and to also prepare the impress reimbursement claims, contract and other technical vouchers or claims;

Administrative Responsibilities

- Check and summarize the petty cash records;
- Provide guidance to cashier in carrying out duties of maintaining accurate petty cash receipts, good cash management and timely update of petty cash vouchers and cash book and check bank lodgments;
- Train and guide Accounts Payables Officer in procedures for thorough checking of utility bills, invoices, claims, vouchers;
- Advise Accounts Payables Officer and Cashier on accounting policies and procedures.

OTHER RESPONSIBILITIES

Performs other related functions assigned from time to time

REQUIRED SKILLS/COMPETENCIES

- Excellent oral and written communication skills
- Excellent analytical and judgment skills
- Good problem solving skills
- Excellent interpersonal skills
- Good knowledge of relevant computer applications

MINIMUM QUALIFICATIONS AND EXPERIENCE

- AAT Level 3 or;
- ACCA-CAT Level C/Level 3 or;
- ACCA Level or;
- NCQJ Level 3, Accounting or;
- Diploma in Accounting from an accredited University or Community or;
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary institution or;
- Associate of Science Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND i.e Government Accounting – Levels 1, 2 & 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or;
- Bachelor of Business Administration or;
- Successful completion of three years of any of the Bachelor's Degree programmes mentioned above.

Application accompanied by resume should be submitted **no later than Friday, July 14, 2023**
to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.