



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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17th February, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**:

1. **Estate Fund Accountant (FMG/PA 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Insolvency Administrator (PLG/TA 5)**, salary range \$1,650,114 – \$1,961,467 per annum and any allowance(s) attached to the post.
3. **Property and Estate Investigations Officer (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Records Clerk (PIDG/RIM 1)**, salary range \$655,604 – \$779,307 per annum and any allowance(s) attached to the post.

1. **Estate Fund Accountant (FMG/PA 2)**

Job Purpose

Under the direct supervision of the Director of Finance, Accounts and Securities, the incumbent is responsible for providing all necessary accounting functions in respect of the estates under the jurisdiction of the Trustee, ensuring that proper systems, procedures, processes and controls are in place to facilitate high standard of probity, propriety, regularity, transparency and accountability.

Key Responsibilities

- Examines Accounting Records and Financial Transactions of dormant and inactive estates to identify errors and report same to the Director of Estate Accounting and Securities;
- Checks Six Monthly Statements prepared by Accounting Technician and compiles same for submission to the Companies Office of Jamaica;
- Prepares Financial Statements for all dormant and inactive estates;
- Establishes and maintains a Fixed Asset Register to account for all assets vested in the Trustee;
- Establishes and maintains a Securities Register to account for all stock and shares vested in the Trustee;
- Prepares Payment Delinquency Schedule and provides a detailed report on non-compliance of bankrupts;
- Calculates the amounts due and payable to each creditor and the overall liability of all dormant/inactive estates under the purview of the Trustee and prepares a detailed report on same;
- Identifies amounts on dormant/inactive accounts that are due and payable to Miscellaneous Revenue;
- Prepares Journal Vouchers;
- Prepares detailed Audit Schedules for companies in liquidation;
- Prepares payment and expenditure summary/analysis for transactions relating to companies in liquidation;
- Prepares summaries of accounts, investment and other reports and responses to Audit Queries in relation to the estates being administered;
- Reviews claims submitted by creditors in relation to bankrupt estates.

Required Knowledge, Skills and Competencies

- Excellent leadership and team-building skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent communicator
- Problem solving skills
- Skill in operating a computerized accounting system
- Good team skills
- Excellent interpersonal and influencing skills
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2 or; NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;

2. Insolvency Administrator (PLG/TA 5)

Job Purpose

The incumbent is responsible for the administration of bankruptcy estates under the jurisdiction of the Government Trustee, in the Supreme and Resident Magistrates' Courts as required under the Bankruptcy Act and the Winding up of Companies under the Companies Act, assigned to him/her.

Key Responsibilities

Administration of Bankruptcies:

- Has responsibility for the Administration of Bankruptcy Estates both in the Supreme and Resident Magistrates' Courts;
- Examines carefully the Statement of Affairs of the Bankrupt with a view to ascertaining its correctness and to report any evidence of fraud;
- Assists from time to time Clerks of Courts in the various Parishes and Attorneys-at-Law on their request with regards to bankruptcy matters;
- Ensures that at the onset of Bankruptcy – all Bankruptcy Notices to various institutions (Public and Private) were signed. Prepares and files Affidavits, Reports of the Trustee to be filed in Court, and other documents that may be required from time to time as they relate to the respective Estates assigned;
- Prepares and files Conveyances (these are necessary in the sale of land owned by the Bankrupt but has been vested in the Trustee in Bankruptcy who is now responsible for the sale and transfer). Caveats (these are done to indicate the Trustee's interest in the land on behalf of the Bankrupt);
- Maintains liaison with creditors in order to discover assets of the Bankrupt;
- Recommends to the Trustee whether assets should be promptly realized after the examination of the affairs. Takes inventory of assets and advertises for sale when necessary.
- Recommends claims for admission, adjusts and rejects creditors' claims to the Government Trustee and Deputy Government Trustee;
- Checks claims with a view for admission or rejection by the Government Trustee in consultation with the Deputy Government Trustee and Senior Accountant;
- Retains, supervises and maintains in proper condition and safe custody assets of Bankrupts;
- Deals with all correspondence connected to the particular estate assigned;

- Obtains data for and prepares Affidavits grounding applications in the Supreme Court in respect of Summons, Notice of Application for Court Orders, prepares Court Orders and Plaints for Parish Courts action;
- Prepares files for matters to be heard in Court;
- Attends Court along with the Government Trustee, Deputy Government or Backlog Attorney-at-Law in various matters for example, Debtor to Show Cause, Confirmation of Provisional Orders, Public Examination of Bankrupts, Applications of Discharge, Directions of the Court sought by the Trustee, Notice of Application for Court Orders filed by the Government Trustee and other interested parties;
- Prepares Reports and Minutes of Meeting and Public Examinations;
- Works in conjunction with the Accounts Branch in the preparation, declaration and payment of dividends;
- Prepares requests for investigation of any issue identified in any estate assigned.

Winding up of Companies:

- Has responsibility for the administration of Winding- up of Companies through the Supreme Court for which the Government Trustee is appointed Provisional Liquidator or Liquidator;
- Notifies banks, insurance companies, building societies, Courts, Ministries, stockbrokers and bailiffs etc. of the making of the Winding up Order;
- Investigates the formation of the companies by obtaining from the Registrar of Companies the date of registration, directors, shareholders, debenture holders, and any other relevant information;
- Issues Notices to file Statement of Affairs to Directors, contributories, secretary and other chief officers of the company;
- Prepares and files Preliminary Reports in the Supreme Court;
- Attends at the Registered Office of the company to take possession of assets, puts in place proper security, insurance coverage, ascertaining particulars of occupancy, takes over lease or rental if necessary;
- Interviews creditors and assists in filling out Proof of Debt forms;
- Checks claims with a view for admission or rejection by the Government Trustee In consultation with the Deputy Government Trustee and Senior Accountant;
- Summons Meetings of contributories and creditors;
- Reports outcome of Meetings to the Court. If a Committee of Inspection is appointed to act with the Government Trustee to summon Meetings of Committee of Inspection from time to time;
- Obtains valuation of assets and proceed to realize assets;
- Ensures the proper maintenance of the assets of the company;
- Deals with correspondence relating to the files under supervision;
- Obtains data for and prepares Affidavits grounding applications in the Supreme Court in respect of Summons, Notices of Motion and Dissolution Orders, prepares Court Orders and Plaints for Resident Magistrates' Courts;
- Prepares Caveats, Withdrawal of Caveats, Transfers, Discharge of Mortgages and Application to bring land under the Registration of Titles Act;
- Works in conjunction with the Accounts Branch in the preparation, declaration and payment of dividends;
- Accompanies Trustee and Deputy in Bankruptcy to the Supreme and Resident Magistrates' Courts in company matters.

Required Knowledge, Skills and Competencies

- Excellent organizational skills
- Ability to work well with others
- Good interpersonal skills
- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- A First Degree; Law, Management Studies, Business Administration or Equivalent Qualification would be an asset
- Paralegal Associate Degree/Certificate/Diploma would be an advantage
- Three (3) years working experience in the administration of estates or trusts, preferably including drafting of Court documents and documents relating to dealings with land and other property

- Proficiency in Microsoft applications

3. Property and Estate Investigations Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director, Insolvency Administration the incumbent conducts investigations into the affairs of bankrupts pursuant to the Bankruptcy Act and companies in liquidation pursuant to the Companies Act. The Officer is also responsible for conducting investigations on the whereabouts of bankrupts, companies and insolvents in an effort to trace assets and liabilities and to ascertain evidence for matters before the Courts.

Key Responsibilities

- Carries out background checks on bankrupts, insolvent persons and companies in liquidation particularly with respect to their financial affairs;
- Prepares reports on all findings in relation to all bankrupts, insolvent persons and companies in liquidation;
- Carries out investigations in regards to bankrupts, insolvent persons and companies in liquidation and prior to all matters before the Court in an effort to determine if there has been any further assumption of liabilities and their overall financial standing. Prepares a report on the findings;
- Ensures that issues pertaining to bankrupts, insolvent persons and companies in liquidation are brought to the attention of the Backlog Attorney-at-Law, Director of Insolvency Administration, the Deputy Government Trustee, and the Government Trustee;
- Upon the instructions of the Government Trustee, do any act required under both Acts to be done;
- Carries out investigations and reports findings to the Government Trustee where a Bankrupt or Insolvent person has been accused of questionable conduct;
- Examines/inspects and makes copies of all books, records and documents of a company in liquidation including documents relating to the bank accounts in which funds may have been deposited whether in Jamaica or outside of the Jamaican jurisdiction Pursuant to the Companies Act and with leave of the Court, where necessary;
- Investigates the conduct, dealings and transactions of the debtors and the disposition of the property of debtors; the conduct of directors of companies in liquidation or any other matter to which the Act applies in relation to any estate;
- Ensures information provided by insolvent persons is accurate and complete;
- Investigates complaints from creditors or other person interested in any estate and make such investigations with regard to such complaints;
- Liaises and builds relationships with external key stakeholders to advance the administration of the estate.

Required Knowledge, Skills and Competencies

- Excellent organizational and investigative skills
- Ability to work well under pressure with little or no information
- Good interpersonal skills
- Knowledge of the current and past Insolvency regime of Jamaica
- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- A Bachelor's Degree in Business Administration or Management Studies or from an accredited institution
- Certification in investigative methods from an accredited institution
- Two (2) years working experience
- Proficiency in Microsoft applications
- Certification in property or asset management from an accredited institution would be an asset

Special Conditions Associated with the Job

- Occasional irregular and unscheduled working hours (20%)
- Much field work (60%-70%) required
- Possible exposure to disagreeable and hazardous conditions
- Own a reliable motor vehicle

4. Records Clerk (PIDG/RIM 1)

Job Purpose

Under the supervision of the Deputy Government Trustee, the incumbent will be responsible for providing operational support within the Registry at the Office of the Government Trustee.

Key Responsibilities

- **Updates the files and documents in the Record Keeping System by:**
 - ✓ Sorting and classifying documents for filing;
 - ✓ Filing various media;
 - ✓ Creating new files as instructed.
- **Controls the tracking of files and documents by:**
 - ✓ Retrieving and issuing requested records and information;
 - ✓ Charging-in all returned files and re-shelving observing the systematic filing order;
 - ✓ Maintaining accurate charge-out system and following up on records charged-out to officers;
 - ✓ Assisting in the creation of a Filing System to streamline the accessibility of backlog files
- **Process requests for information and mail by:**
 - ✓ Assisting with the processing and transfer of records for inactive storage or destruction according to established retention schedules.

Required Knowledge, Skills and Competencies

- Teamwork
- Job attitude
- Customer relations
- Communication
- Quality of output
- Interpersonal skills
- Job knowledge
- Organizational skills

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

Applications accompanied by résumés should be submitted **no later than Thursday, 3rd March, 2022 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**