



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

March 27, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Office of the Supervisor of Insolvency, is inviting suitably qualified persons to fill the position below.

ACCOUNTS PAYABLES OFFICER

(FMG/AT2 -Not Vacant)

Salary: \$1,711,060 per annum

JOB PURPOSE

To process payment vouchers ensuring the validity and accuracy for entry to accounts payable for bills, claims, invoices and other relevant documents in respect of the recurrent expenditure of the Offices of the Supervisor of Insolvency and Government Trustee and the Corporate Services Unit. The incumbent is also responsible for the preparation of

1. All journal and commitment vouchers
2. wages for fortnightly and monthly paid employees
3. collections, lodgments and payments reports due to Accountant General's Department **AND**
4. custody of cheques and receipt books.

KEY OUTPUTS

1. Regular bills, claims, invoices and other supporting documents checked for accuracy and certification that goods/services have been satisfactorily received

2. All relevant vouchers prepared
3. Payroll prepared
4. Proper system for the custody and issue of blank cheques and receipt books maintained
5. Entries posted to FINMAN system
6. Collections, lodgments and payments reports prepared
7. Bank reconciliation statements prepared
8. Expenditure analysis prepared

KEY RESPONSIBILITY AREAS

TECHNICAL / PROFESSIONAL RESPONSIBILITIES

- Check the accuracy and authenticity of all bills, invoices and statements in respect of goods and services acquired in relation to the Offices of the Supervisor of Insolvency and Government Trustee and Corporate Services unit to ensure any applicable rates are correct and deductions lawful/authorized
- Prepare payment, journal and commitment vouchers in relation to all departmental expenditure
- Ensure that payment advice are dispatched to clients paid via CTMS
- Maintain payment voucher files and records
- Ensure that invoices for goods and services received in relation to the operation of the offices are stamped to indicate that such goods/services were satisfactorily received.
- Assist with keeping proper record of all blank cheques and receipt books, and keep secure custody of same until collection and record their issue/disbursement upon verification of recipients' identity or authority to collect same.
- Maintain the expenditure analysis record by objects for the offices
- Prepare report of actual collection and lodgment of Miscellaneous Revenue for submission to the Cash Management Unit of the Accountant General's Department

- Update the relevant salary cards in accordance with written directives and prepare payroll for fortnightly paid employees and staff of the Government Trustee
- Generate schedules of salaries payable, statutory deductions and other authorized deductions
- Prepare/maintain cash book for Office of the Supervisor of Insolvency/Corporate Services
- Prepare bank reconciliation statements for Office of the Supervisor of Insolvency/Corporate Services
- Prepare annual returns for Income Tax, NIS and NHT for fortnightly paid staff and staff of the Government Trustee, within the specified time
- Under the supervision of the Financial Accountant, prepare documentation for the remittance of Withholding Tax for Specified Services (WTSS) to Tax Administration Jamaica
- Assist the Director of Finance and Accounts and/or the Financial Accountant in preparing reports for submission to Ministry of Finance and/or Accountant General's Department
- Performs any other related duties, which may be assigned.

OTHER RESPONSIBILITIES

- Perform any other duties as assigned by the Director of Accounts/Financial Accountant

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframes to required standards
- Payments made in accordance with government guidelines
- Accuracy and timeliness of payroll is maintained
- Confidentiality and integrity are exercised
- Deductions are prepared and submitted within established timeframe

- Annual returns submitted within established timeframe
- Taxes remitted within specified period

REQUIRED COMPETENCIES

- Excellent knowledge of accounting standards and procedures
- Excellent knowledge of the organisation's policies and procedures
- Proficiency in the use of relevant computer applications
- Ability to work in teams
- Excellent interpersonal skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Certificate in Accounting/Management/Business Administration from a recognised institution;

OR

- CAT or AAT Level A and 1 respectively or any equivalent accounting management professional qualification;

OR

- MIND Certification in Government Accounting (Level 1 – modules 1- 5)
- One years' experience in public sector payments and accounts payable position

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical office environment; no adverse working

**Applications accompanied by resume should be submitted no later than
Friday, April 24, 2026
to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.