

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**:

Accounting Technician (FMG/AT 2) Not Vacant

(Salary range \$1,711,060 - \$2,301,186 per annum plus any allowance (s) attached to the post)

Job Summary

The Accounting Technician under the general supervision of the Accountant, is responsible for providing accounting support for the hospital.

Qualification and Experience

- AAT Level 2 or;
 - ACCA-CAT Level B/Level 2 or;
 - NVQJ Level 2, Accounting; or
 - Certificate in Accounting from an accredited University or;
 - Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or;
 - ASc. Degree in Business Studies/Business Administration/Management Studies;
 - ASc. in Accounting, MIND or;
 - Certificate in Government Accounting Level 2
- PLUS
- Two (2) years' experience in a similar position is a definite asset.

Specific Knowledge, Skills and Competencies

- Knowledge of the FAA Act and the Staff Orders.
- Knowledge of Government Accounting principles and practices
- Excellent knowledge of Accounting Standard Operating Procedures
- Knowledge of Heads of Agreements
- Excellent time management and organizing skills
- Good oral and written communication skills
- Proficiency in computer applications
- Excellent Customer Focus & Quality Focus
- Excellent Integrity/Ethics
- Emotionally Intelligent
- Excellent in Teamwork & Cooperation

Key Responsibilities will include:

Technical/Professional

- Certifying payment vouchers.
- Checking employees' claims to ensuring compliance to policies in place.
- Assisting in the preparation of the hospital's budget.
- Assisting in the preparation of detailed summary sheets for Object 21 and Object 22.
- Liaising with the Regional Office regarding payment to suppliers as well as querying regarding payment of salaries and allowances to staff.

- Checking vouchers for correct rates and codes.
- Preparing monthly no user fees report. Checks NHF bills and reconciles inpatient bills and ward stocks before invoice is submitted.
- Assisting with the response to audit queries of the hospital's accounts.
- Lodging all supplier invoices in Tracking Register on a daily basis.
- Checking the value and petty cash books on a monthly basis to ensure compliance with financial regulations.

SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Normal office conditions.
- Required to work outside of normal working hours including Saturdays and Sundays, as necessary to meet deadlines.

Applications along with resume should be sent **no later than July 18, 2025** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.