



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 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 in the **REGIONAL OFFICE**:

FINAL ACCOUNTS OFFICER (FMG/AT 3 – Pay Band 5) - (VACANT)
(salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post)

Reporting to the Senior Final Accounts Officer, the Final Accounts Officer is responsible for Processes various accounting procedures ensuring compliance with the established financial policies and procedures of the Regional Health Authority.

Qualification and Experience

The ideal candidate must possess:

- AAT Level 3 or;
- ACCA-CAT Level 3 or;
- ACCA Level 1 or;
- NVQJ Level 3, Accounting; or
- Diploma in Accounting from an accredited University or Community College
- Certificate in Accounting from a recognised University or
- Certificate in Government Accounting ie. Level 1 Modules 1 - 5 or
- Completion of first year in BSc. in Accounting/Management Studies or BBA at a recognised University or;
- Completion of first year of ASc. in Accounting at MIND
- ASc. in Accounting, MIND or;

Plus

- Two (2) years' experience in general financial accounting

Required Knowledge, Skills & Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service
- Knowledge of the Financial Administration & Audit (FAA) Act Financial Instructions
- MOF Circulars
- Knowledge of GoJ's Accounting Principles processes
- Working knowledge of Great Plains
- Knowledge of Financial and Accounting reports & PMAS
- Excellent numerical skills
- Proficiency in the use of relevant computer applications
- Ability to work on own initiative with minimal supervision
- Excellent oral and written communication skills

- Excellent planning and organizing skills
- Good interpersonal skills
- Strong time management skills

Key responsibilities will include:

- Preparing and submitting Employers' Contribution reports for Pension and Health Insurance payments
- Conducting research and preparing verification letters for NIS, NHT, P24 and pension contributions as requested by employees
- Assisting with posting of payment vouchers to the financial accounting system
- Performing duties as Back-up custodian of the vault key
- Preparing General Ledger Account Reconciliations
- Dispatching payment advisories to external and internal parties.
- Breakdown and updating financial records with payments made by parent Ministry

Applications accompanied by **resumés** should be submitted **no later than Friday, May 31, 2024** to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

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

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED