

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**:

SENIOR ACCOUNTS PAYABLE 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 Manager, Payables & Payroll, the Senior Accounts Payable Officer is responsible for supervising the Accounts Payables Section, ensuring compliance with accounting principles and practices and established 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;
- Diploma in Accounting from a recognized University or;
- ASc. in Accounting, MIND or;
- Completion of revised Certificate in Government Accounting Course or;
- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized University

Plus

- Certificate in Supervisory Management
- Three (3) years' experience in a similar position with overall responsibility for the Account Payables function.

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 MyHR+ Application/Software & 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:

- Supervising the analysis of sub-ledger (Accounts Payables) accounts for each institution within the Region
- Coordinating the processing of payment vouchers submitted by the facilities
- Coordinating receipt of payment vouchers to the Accounting System
- Overseeing the preparation of and checking Accounts Payables Reconciliations
- Overseeing the preparation of and verifying payment vouchers
- Ensuring expenditure is in accordance with established operating plans and payment processing procedures.
- Ensuring that all accounts payable data is properly authorized and accurately posted.
- Verifying postings of payment vouchers to the Accounting System.
- Preparing and submitting accounts payables listing (Consolidated & Per Facility).

- Maintaining cheque printing log books
- Ensuring the safe keeping of accounts payable records to facilitate the smooth conduct of the annual external and internal audit reviews
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- Supervising the payment of weekly/fortnightly/monthly invoices, and preparing related reports.
- Investigating, recording and accounting for variances in Accounts Payable sub-ledger for sign off by the Manger Accounts Payable and Payroll and or Director of Finance.
- Preparing the monthly sub-ledger trial balance for verification by the Manager, Accounts Payable & Payroll.
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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