

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Senior Accounts Officer**

##### **Job Summary**

The Senior Accounts Officer is accountable to the Chief Accountant for the achievement for the effective and efficient payment processing in order that the Entity achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contributes to the Strategic Planning process for the Finance & Accounts Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
2. Annually updates individual Job Accountabilities and Performance Targets; ensuring alignment to the Integrity Commission's Strategic Plan.
3. Develops, in conjunction with the Chief Accountant, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Processes of all invoices; including internal claims and online payment.
5. Maintains and reconcile the Payables Sub-ledger.
6. Maintains payable records in accordance with approved accounting standards.
7. Responds to customers' queries and provide advice on accounts payable matters.
8. Thoroughly check all vouchers assigned for the following:
  - The presence of an approved commitment requisition;
  - The presence of necessary bills/claims/documents, authority etc. and that it has been countersigned by the Manager, Office Services where necessary;
  - Arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
  - Adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on inventory;
9. Collects funds, issue receipts and make lodgments to the relevant bank accounts.
10. Processes and maintains all loan applications, files and schedules
11. Assists in the Commitment Planning Process

12. Undertakes any other responsibilities or tasks which may be assigned from time to time by the Director, Finance & Accounts, the Chief Accountant or the Executive Director.
13. Contributes to the preparation of the Finance & Accounts Division's monthly performance report and attends the monthly department meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
14. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director or Chief Accountant.

### **Minimum Required Qualifications and Experience**

- ACCA Level 1 or CAT or AAT Certification (FINAL) or any equivalent accounting/management professional qualification plus at least one (1) year experience in Government Accounting.

OR

- Associate Degree in Accounting or Business Administration from a recognised institution plus at least five (5) years' experience in Government Accounting.

### **Other Desirable Qualifications & Experience that would be an asset**

- Certification in Government Accounting

### **Desired Skills & Competencies**

- Proficiency in the use of computer application, and accounting software.
- Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
- Translates broad goals into achievable steps.
- A high level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision. Consistently displays integrity, model behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.

### **Specific Knowledge**

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the FAA Act; the IFRS; the IAS; and PBMA Act.

## **Working Conditions**

- Typical office environment.
- Regular and scheduled hours.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$ 2,803,771.00 per annum

## **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

## **STATUTORY DECLARATION OF ASSETS**

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

**Friday, June 13, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**