

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Payments Officer (FMG/AT 3) (not vacant)** in the Finance and Accounts Division; salary range \$2,190,302.00 - \$2,945,712.00 per annum.

JOB PURPOSE

Under the supervision of the Manager, Accounts Payable and Disbursement, the Payments Officer is responsible for the preparation and posting of payment vouchers for goods, services and travelling claims for select divisions and subjects of the MOJ. Through the application of financial quality assurance mechanisms, the Payments Officer also certifies vouchers prepared by other Payments Officers before authorization is sought. Additionally, the Payments Officer executes the processes related to the 3% Withholding Tax regime and other similar arrangements.

REQUIRED QUALIFICATION AND EXPERIENCE

- AAT Level 3; or
- ACCA-CAT level C/Level 3; or
- ACCA Level 1; or
- NVQJ Level 3, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or
- A. Sc. in Accounting, MIND; or
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; or
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; or
- BSc. Degree in Accounting or Management Studies with Accounting; or
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

AND

- Two (2) years' experience in a Finance/Accounting environment.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor ***no later than Friday, April 25, 2025 to:***

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: moj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.