



NORTH-EAST REGIONAL HEALTH AUTHORITY

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Portland Health Department**:

ACCOUNTANT (FMG/PA 1)

Summary:

Reporting to the **Chief Executive Officer**, the incumbent is required to ensure that the Region maintains current and accurate sub-ledger records, compliance with the Authority's financial policies and procedures, implement proper financial systems and procedures for the management of sub-ledger accounts. The officer will also be responsible for monitoring financial activities of programmes, hospitals and Health Departments along with other accounting assignments.

Qualifications & Experience

- AAT Level 3 or;
- ACCA –CAT Level 3 or;
- ACCA Level 1 or;
- Diploma in Accounting, MIND or;
- Diploma in Government Accounting, MIND or;
- Bachelor's Degree in Accounting/ Management Studies with Accounting or BBA from a recognized University.

Specific Knowledge Required:

- Knowledge of all aspect of accountancy.
- Knowledge and maintenance of internal control procedures.
- Practical experience of EDP systems and their applications.
- Implementation and maintenance of proper financial management control systems.
- Knowledge of the management of budgets and inventory systems.

Key responsibilities will include but not limited to:

- Ensuring approval for expenditure against established operating plans and established processing procedures.
- Monitoring the lodgment of fees and preparing relevant fee report.
- Supervising the procurement process to ensure compliance with GOJ Public Procurement Guidelines.
- Supervising the security and storage of records to facilitate smooth internal and external annual audit reviews.
- Supervising the preparation of bank reconciliations on a monthly basis to ensure strict Cash Management procedures are maintained.
- Maintaining the integrity, accuracy, control and timelines of vouchers and cheque payment.
- Supervising the maintenance of asset register of equipment and other assets of the facility.
- Supervising the payroll functions to ensure accuracy and efficiency is maintained.

- Verifying inventory list of equipment, furniture.
- Performing any other related duties to the position or as requested by the Chief Executive Officer.

REMUNERATION PACKAGE PER ANNUM

Salary Scale: \$1,395,541 – 1,861,159 per annum.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07**
to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann
E-mail: jobs@nerha.gov.jm or Fax: (876) 795–2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**