



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**:

ACCOUNTING TECHNICIAN 3 (FMG/AT 3)

Summary:

Reporting to the **Accountant**, the incumbent will be responsible for ensuring compliance with the Authority's financial policies and procedures and any other accounting assignments (as required).

Specific Skills/Knowledge

- Knowledge of accounting and internal control procedures.
- Practical experience with accounting software.
- Well-developed written and oral communication skills.
- Good time management skills.

Qualification and Experience:

- AAT Level 3 or;
- ACCA – CAT Level 3 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.

Key responsibilities will include but are not limited to:

- Assisting with the preparation of budget
- Ensuring expenditure against established operating plans.
- Ensuring reports are prepared accurately and timely.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,191,406 – \$1,416,207 per annum along with any other allowance(s) attached to the post.

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.