



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 (PAYABLES & PAYROLL) (FMG/AT 2)

Summary:

Reporting to the **Accountant**, the incumbent will be responsible for carrying out accounting functions including payroll preparation and providing supervision to the payroll staff to ensure that payroll and other related functions are completed on a timely basis.

Specific Knowledge & Skills Required:

- Knowledge of budget preparation and management
- Knowledge of financial analysis and internal control procedures
- Effective oral and written communication skills
- Good management and interpersonal skills
- Good analytical, technical skills and sound judgment
- Practical experience of EDP applications

Qualification and Experience:

- Level 2 AAT or equivalent;
 - ACCA-CAT Level B/Level 2
 - NVQJ Level 2 Accounting;
 - Certificate in Accounting from an accredited University;
 - Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
 - ASc. Degree in Business Studies /Business Administration/Management Studies;
 - Asc. Degree in Accounting from the Management Institute for National Development (MIND)
- OR**
- Certificate in Government Accounting Level 2.

Key responsibilities will include but not limited to:

- Maintains payroll records, registers files in keeping with established standards;
- Computes salary and allowances for monthly/fortnightly paid staff, ensuring that all relevant changes/information are made for each employee
- Check procurement documents for completeness and prepare payment vouchers
- Calculating and checking claims for both fortnightly and monthly
- Preparing Bank reconciliation for imprest account

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 953,768 – 1,133,731 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.**