CO 26-142

Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

CHECKING OFFICER (FMG/AT 3) - VACANT
FINNACE & ACCOUNTS DIVISION

JOB PURPOSE :

Under the supervision of the Manager, Accounts Payables and Receivables the incumbent is responsible for ensuring that all claims and payment vouchers for the Central Ministry, Agencies and Regions are properly checked and certified for payment. The incumbent is also responsible for checking all payments for accuracy and authenticity to be uploaded on the Government Financial Management System (GFMS) and travel register.



REQUIRED EDUCATION AND EXPERIENCE

- Diploma in accounting from a recognised Tertiary Institution or equivalent professional qualification such as ACCA level 2, along with at least two (2) years' experience in an accounting environment;
  Or
- Associate Degree in Accounting (MIND) with three (3) years' working experience
  Or
- Successful completion of the Certificate in government accounting, other relevant financial management courses and at least four (4) years' experience.

REMUNERATION PACKAGE:

Salary Scale: $2,414,808.00 to $3,247,647.00 per annum
Pay Band 5

EDUCATE Jamaica 2.0

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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, NOVEMBER 20, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR – HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

CLICK HERE TO APPLY

MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Checking Officer x4
JOB GRADE:	FMG/AT 3
POST NUMBER:	
DIVISION:	Finance and Accounts Division
BRANCH/SECTION:	Payables and Payroll/ Accounts Payables & Receivables
REPORTS TO:	Manager, Accounts Receivables & Payables
MANAGES:	N/A

Strategic Objectives of the Financial Management and Services Division:

The Financial Management Division provides Financial and Accounting services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the entire education portfolio and providing management services for the Ministry.

Job Purpose:

Under the supervision of the Manager Accounts Payables and Receivables the incumbent is responsible for ensuring that all claims and payment vouchers for the Central Ministry, Agencies and Regions are properly checked and certified for payment. The incumbent is also responsible for checking all payments for accuracy and authenticity to be uploaded on the Government Financial Management System (GFMS) and travel register.

Key Outputs:

- Payment vouchers checked
- Payments request calculations checked
- Payment Vouchers uploaded

- Cash book and Lodgements checked
- Receivables checked
- GFMS upload checked
- Travel vouchers/claims checked
- Travel Cards created and updated
- Travel allowance register updated and submitted

Key Responsibility Areas:
Technical / Professional Responsibilities:

- Checks Payment Vouchers, Imprest, Petty Cash and other general payments to ensure that all requirements are met for bills, claims payments vouchers submitted ensuring that payments processing conform to the FAA Act instructions and guidelines;
- Checks to ensures that payments requested are for bona fide claims and checks client history to verify all past payments, search for vouchers and ascertain if payment was already made;
- Ensures the amounts on the Payment Voucher concurs with that on the Invoice and the Purchase Order;
- Examines the claim forms to ensure their validity, all the relevant documents are appropriately signed and the figures are accurate and recalculates claims to ensure accuracy of the vouchers;
- Ensures that the relevant codes are accurate and amends where necessary;
- Checks to ensure that lodgements are actually made for correct amounts and that the lodgement date is written in the cash book;
- Checks uploaded information for payment on the GFMS to ensure completion and correctness;
- Checks mileage for accuracy and submits to Manager for verification;
- Checks inputs data from claims to the Travel Register, signs and dates the appropriate Section of the claim and submits to the Manager for certification;
- Prepares new physical and electronic travel cards for new employees, ensuring that individuals are authorized to claim for travelling allowance;
- Responds to queries and provide information to staff members;
- Checks and uploads subventions and Path Regular and Feeding Grants for all schools;
- Performs any other related duties assigned by the Manager.

Performance Standards:

- Payment vouchers accurately checked within three (3) days of receipt;
- All Claims/Vouchers properly checked and processed within ten (10) days of receipt;
- All calculations and voucher codes are accurate;

- Voucher numbers are generated and accurately recorded on the payment vouchers;
- Travel Cards are created and updated within a day of processing;
- The System is kept updated at all times.

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Staff & MDA's	To provide information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Related companies and other clients	To obtain and provide information
Suppliers	To obtain and provide information

Required Competencies:
Core:

- Excellent planning and organising skills
- Excellent attention to details
- High analytical and judgement skills
- Demonstrate good interpersonal skills
- Strong communication and report writing skills
- Use time effectively

Technical:

Knowledge of:

- The FAA Act and other financial regulations and guidelines
- Staff Orders
- The policies and operation of the Ministry
- Relevant computer applications

Minimum Required Education And Experience:

- Diploma in accounting from a recognised Tertiary Institution or equivalent professional qualification such as ACCA level 2, along with at least two (2) years' experience in an accounting environment;
  Or
- Associate Degree in Accounting (MIND) with three (3) years' working experience
  Or

- Successful completion of the Certificate in government accounting, other relevant financial management courses and at least four (4) years' experience.

Authority To:

- Create Travel Cards
- Update the FinMan system

Specific Conditions Associated With the Job

- Normal office environment
- Maybe required to work beyond normal working hours.