



NORTH-EAST REGIONAL HEALTH AUTHORITY **ACCOUNTING TECHNICIAN (FMG/AT 2)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of health care and public health services within the parishes of St. Ann, St. Mary and Portland, is seeking **dynamic, proactive and forward-thinking** individuals to fill the position of **Accounting Technician (FMG/AT 2)** at the **Port Maria Hospital**.

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: \$ 1,711,060 - \$ 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Wednesday, 2024 November 27** 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.