



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

**SENIOR BUDGET OFFICER LEVEL 6 (BAND 7)
(VACANT)**

This position reports to the Manager, Management Accounting.

Job Purpose

To develop budget identifiable and aligned with the strategies and objectives of the Agency Corporate Plan and provides analysis of operational and financial information for decision making.

Key Responsibilities:

- Prepares budget template for divisional directors and provide guidance in relation to forecasting of estimates of expenditures
- Assists with the preparation of preliminary estimates of expenditures with Manager, Management Accounting and make adjustments where necessary
- Assists with the updating of the MTRBB tool and BPMS application to enable the timely submission of annual budget to the MOFPS
- Assists with the preparation of monthly and annual cash flows for comparison with approved estimates for submission to relevant Ministries and Departments
- Provides information for submission of supplementary estimates
- Assists with the preparation of monthly/quarterly variance analysis report for submission to Senior Management
- Review expenditure classification to ensure alignment with budgetary allocation
- Assist with identifying savings/excesses for the exercise of virement or for supplementary estimates request
- Assists with identifying investment opportunities for excess funds
- Assists with preparation of interest income schedule and performance of investment portfolio
- Produces costing schedules required by the Agency and parent ministry
- Assists with special projects such as costing of retroactive payments and other related information for submission to Management and portfolio ministry.

Other Responsibilities

- Attends meetings on behalf of the Finance & Accounts Branch and/or the Agency as required
- Keeps abreast of trends and changes in accounting and finance and recommends changes where necessary
- Provides information to internal and external audits as requested
- Performs other related duties assigned from time to time by the Manager

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Knowledge of financial and accounting principles and procedures
- Knowledge of the FAA Act, Regulations and Instructions
- knowledge of GOJ investment guidelines
- Sound knowledge of the GOJ budgetary practices
- Ability to communicate effectively, both orally and in writing
- Excellent interpersonal skills
- Good analytical and problem solving skills
- Ability to use information technology tools for budget preparation, monitoring and financial analysis
- Excellent time management skills

Minimum Required Qualifications and Experience:

The following qualification is required:

- BSc. from a recognized tertiary institution or ACCA (Level II) with at least 3 years' experience in an accounting environment **OR**;
- Associate of Science Degree in Accounting from a recognized institution, AAT (Level 3) or CAT (Level C) with 5 years' experience in an accounting environment
- Prior budgeting experience would be an asset
Advance use of spreadsheet application

Remuneration Package: - Salary Range: \$ 3,501,526.00 - \$ 4,709,163.00 p.a.

**CASHIER LEVEL 4 (BAND 4)
(2 VACANT)- KINGSTON & MANDEVILLE**

This position reports to the Manager, Management Accounting.

Job Purpose

To collect and record on behalf of the Agency, all payments for services offered and ensure the safe custody and prompt lodgment of these payments in accordance with the FAA Acts, Its Regulations and Instructions as well as the Agency's Policies and Procedures.

Key Responsibilities:

- Collects payments from clients and issue receipts in accordance with assessment undertaken
- Assorts encashed documents for dispatch to relevant unit
- Balances sums received against computerized cash remittance (POS) system/receipt book (whichever is applicable) on a daily basis
- Settles Debit/Credit card machine on a daily basis (where applicable)
- Prepares lodgment for relevant bank accounts to be verified by authorized Personnel
- Generates reports
- Updates and balances cash book
- Ensures that all valuables held in the safe are secured in accordance with regulatory requirements and Agency's policies and procedures
- Maintains petty cash imprest (where applicable)
- Make required entries in Value Book (where applicable)
- Maintains cheque disbursement register in accordance with Agency policies and procedures

Other Responsibilities

- Provides duties as Relief Cashier at different locations as required
- Participates in interim and annual audit exercises by providing auditors with the necessary information and support
Performs other related duties assigned from time to time

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Good communication skills
- Good interpersonal and customer care skills
- Good knowledge of accounting principles and practices
- Attention to detail
- Competence in the preparation of cash book
- Competence in the use of relevant computer software particularly Microsoft Excel

Minimum Required Qualifications and Experience:

The following qualification is required:

- Five (5) CXC/GCE subjects including English Language and Mathematics or Accounts
- One (1) year related working experience

- Working knowledge of a computerise cash remittance system would be an asset.
- Knowledge of the FAA Act, Regulations and Instructions in relation to procedures for collecting, receipting and custody of revenue.

Remuneration Package: - Salary Range: \$ 1,711,060.00 - \$ 2,301,185.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **December 17, 2024** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)