



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

**CASHIER- LEVEL 4- PORT MARIA & MANDEVILLE
(VACANT – 2 POSITIONS)**

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 computerised 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

Friday, June 13, 2025 to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development

National Land Agency

8 Ardenne Road

Kingston 10

We appreciate all responses, but only shortlisted applicants will be contacted.