

Applications are invited from suitably qualified candidates to fill the following positions within the **Corporate Services Division**, at the National Land Agency.

Supervisor, Final Accounts & Reporting (VACANT)

The position reports to the Manager, Financial Reporting

Job Purpose

Under the general direction of the Manager, Financial Reporting supervises the activities of the Final Accounts Unit within generally accepted accounting practices, established organizational guidelines, and maintains the computerized accounting system.

Key Responsibilities:

Management/Administrative Responsibilities

- Assists with the development of corporate and operational plans for the Unit.
- Reviews and recommends changes in procedures to improve efficiency in the Unit.
- Plans, schedules, reviews and approves the work of employees supervised.
- Keeps abreast of trends and changes in the accounting and finance and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Unit
- Ensures activities of the unit are carried out within established regulations.
- Prepares and submits reports as requested

Technical/Professional Responsibilities

- Analyses general ledger accounts for verification of balances
- Review client billing information for accuracy and completeness
- Ensures client information is properly maintained within Sage application software
- Review information from other supporting systems to ensure propriety before posting to Sage application software
- Ensures that revenue collected is properly accounted for and lodged to appropriate accounts
- Ensures that Units/Divisions carrying out accounting functions comply with statutory and regulatory requirements
- Establishes and maintain adequate system of record storage and retrieval
- Reviews prepared bank reconciliation statements to ensure that all reconciling items have been correctly treated

Supervisory

- Provides leadership to subordinates through example and sharing of knowledge/skill.
- Supervises the performance and development of employees in the unit through the preparation of performance appraisals and recommendation of training and development programmes.
- Recommends staff leave
- Recommends disciplinary action within established guidelines

Other Responsibilities:

- Provides information to internal and external auditors as requested.
- Participates in team efforts to achieve departmental and company goals.
- Performs other related duties that may from time to time be assigned

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Sound knowledge of financial and accounting principles and practices including the FAA Act
- Working knowledge of relevant computer applications.
- Excellent time management skills.
- Ability to communicate effectively both orally and in writing.
- Excellent interpersonal skills.
- Good analytical and problem solving skills.

Minimum Required Qualifications and Experience

- A Bachelor's Degree in Accounting/Management Studies, or ACCA Level 2 with 5 years of relevant experience in an accounting environment; **OR**
- Associate Degree in Accounting from a recognised institution or AAT (*Level 3*) or CAT (*Level C*) qualification least 7 years of relevant experience in an accounting environment
- Two (2) years' experience in a supervisory accounting position
- Certificate in Supervisory Management

Remuneration Package: - Salary Range: \$4,266,270.00 – 5,737,659.00 p.a

Supervisor, Property Accounts (VACANT)

The position reports to the Manager, Management Accounting

Job Purpose

To ensure that funds are appropriately accounted for in accordance with the FAA Act, Regulations and Instructions and the policies and procedures of the Agency.

Key Responsibilities:

Management/Administrative Responsibilities

- Assists in the development of policies and procedures of the Branch
- Plans and organizes the work activities for the Unit
- Prepares the Unit's Work Plan
- Conducts performance appraisals in accordance with established guidelines
- Provides guidance to staff through coaching and monitoring of work
- Provides leadership through example and sharing of knowledge and skills
- Ensures that staff complies with policies and work procedures
- Prepares reports on the status of activities in the Unit
- Monitors register to ensure attendance and punctuality of staff
- Refer non-compliant Land Officers to Property Service Manager for intervention

Technical/Professional Responsibilities

- Reviews and approves revenue reports and submit same to Accounts Branch
- Reviews and approves revenue and capital income reports for project Land Lease, Land Settlement, Crown properties and Commercial properties
- Monitors the updating of Land Settlement and all other ledger account
- Ensures that current statement of accounts is affixed to all Land Settlement files
- Certifies/approves payment vouchers and ensures that suppliers of goods and services are paid on a timely basis
- Generates periodic delinquency reports
- Reviews prepared bank reconciliation statements to ensure that all reconciling items have been correctly treated.

- Duly transfers relevant amounts from various sources to the appropriate accounts including the Consolidated Fund
- Conducts visits to regional offices to check accounting records, addresses accounting related issues, and advises land officers and other relevant parties of discrepancies, etc.
- Signs out cashiers at the end of each day
- Liaises with banks regarding queries arising from reconciliations and other related matters.
- Checks and certifies prepared daily lodgments and ensures their safe dispatched to the bank via assigned courier
- Prepares ad hoc reports relevant to the Commissioner of Lands portfolio

Other Responsibilities:

- Provides information to internal and external auditors as requested
- Keeps abreast of trends and changes in accounting and finance and recommends changes where necessary
- Performs other related duties assigned from time to time by the Manager, Management Accounting

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Sound knowledge of financial and accounting principles and practices including the FAA Act
- Working knowledge of relevant computer applications.
- Excellent time management skills.
- Ability to communicate effectively both orally and in writing.
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Remuneration Package: - Salary Range: \$4,266,270.00 – 5,737,659.00 p.a

A letter of Application accompanied by a *Résumé* should be submitted no later than **August 05, 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.](#)