



Applications are invited from suitable qualified candidates to fill the following position within the Corporate Service Division at the National Land Agency.

DISBURSEMENT OFFICER
(VACANT POST)

The successful candidates will report to the Chief Audit Executive.

Job Purpose

To ensure that the Agency's utility bills are collated, certain allowances processed, payment vouchers prepared, and payments made to both external and internal customers based on established accounting practices and procedures.

Key Responsibilities:

Technical/Professional Responsibilities

- Ensures that staff adhere to the internal telephone payment schedule
- Conducts research into queries by utility companies
- Ensures that payments are made to utility companies
- Maintains the utility registers using specialised software
- Generate payment vouchers
- Assists in the maintenance of recurrent payment vouchers
- Prepares traveling and subsistence allowances for Agency's relevant officers
- Prepares payments for both internal and external customers
- Prepares reports in respect of assigned activities
- Maintain travel register
- Maintain invoice tracking system

Other Responsibilities

- Performs other related duties assigned from time to time by the Supervisor

Required Skills/ Competencies

The incumbent should demonstrate:

- Good communication
- Good interpersonal skills
- Sound knowledge in relevant computer applications
- A working knowledge of financial and accounting principles and procedures including the FAA Act

Minimum Required Qualifications and Experience:

- AAT (Level 2) or CAT (Level B); OR
- Diploma in Accounting from a recognized institution; OR
- MIND Government Accounting (all of Level 2)
- Minimum of one year's experience working in in the area of Payables

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 **July 05, 2024.**

**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.](#)