



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security, hereby invites applications from suitably qualified individuals to fill the following position:

ACCOUNTING OFFICER (BAND 5) – KINGSTON

Salary: \$2,190,302 per annum

Job Purpose

To support the effective financial management of the Authority by ensuring the accurate recording, analysis, and reporting of financial transactions in accordance with the Government of Jamaica (GOJ) policies, procedures, and the FAA Act, while maintaining proper account reconciliations and enabling compliance and transparency across the Head Office and all Regional Offices.

Key Outputs

- General and subsidiary ledgers maintained
- Financial statements prepared
- Accounting records maintained
- Journal Vouchers prepared
- Bank Reconciliations for the Authority's Revenue and Expenditure bank accounts prepared.
- Fixed Asset Register prepared and maintained.
- Investments Schedules prepared and maintained
- Audit Schedules prepared and maintained
- Gratuity and Vacation Leave calculated.
- Cashier's till reconciled.
- Accounts Unit Monthly Report prepared
- Statement A and Statement C Reports prepared
- Staff Lunch Subsidy Schedule prepared.
- Detailed Audit Schedules for assigned accounts.
- GCT Schedules prepared.
- Prepares ad-hoc reports on request.
- Verifies all prepared Tax Certificates for all withholding taxes.
- Maintains an efficient filing system for all financial documents
- Completed Bank Account Reconciliation Statements

Key Responsibility Areas:

Technical/Professional Responsibilities

Under the direct supervision of the Financial Accountant the incumbent is responsible for the following for the Head Office and the three (3) Regional Offices for the Authority:

- Ensure that adequate systems are in place for the analyzing and reporting on financial transactions in keeping with the Government of Jamaica (GOJ) Policies and Procedures and the FAA Act.
- Prepare and examine financial records to ensure an unqualified opinion on financial audits.
- Ensure financial transactions are recorded in keeping with the FAA Act.
- Maintaining and monitoring accounts and reconciliations to include resolving related transaction discrepancies.
- Providing general reporting of the financial status of accounts.
- Financial status of all accounts the Accrual accounting basis.
- Assist with the preparation of the Accounts Unit Monthly Report.
- Prepare Journal Voucher for any adjustment.
- Prepare Journal Voucher to correct any error found in the general ledger.
- Prepare monthly Bank Reconciliation for the Authority's Revenue and Expenditure Bank Accounts to ensure that every deposit and disbursement is accounted for.
- Prepare and maintain the authority's Fixed Asset Register to ensure that these fixed assets are depreciated accurately.
- Prepare and maintain the authority's Investment Schedules to monitor and make journal entries to the financial statements to reflect the investment houses statement.
- Calculate gratuity and Vacation Leave to be paid to staff.
- Assist with the processing of invoices to be paid.
- Prepare Staff Lunch Subsidy Schedule to determine what portion of the cost of the lunch order by the staff member is to be paid by the authority and staff member respectively.
- Input and extract information from database to maintain accounting records.
- Prepare monthly expenditure statements in accordance with Authority policies and procedures and the FAA Act and instructions.
- Review and maintain the general ledger system on a monthly basis.
- Ensuring the accurate and timely posting of accounting transactions and in accordance with the FAA Act and Instructions.
- Prepare the required financial statements on request and on a monthly basis for submission to the Financial Accountant.
- Assist the Financial Accountant or Director of Finance with issues that arise and help to find solutions.
- Enter Journal Vouchers to Sage System.
- Prepares GCT Schedules in keeping with the FAA Act.

- Monitor receipts and lodgments to ensure that they are correctly posted and reflected in their respective accounts.
- Ensure that all bank reconciliations and ledgers are properly and effectively updated in accordance with the GOJ guidelines and IPSAS.
- Resolve any discrepancies or irregularities found in records, statements, or documented transactions.
- Coordinate all reconciliation activities encompassing bank accounts.
- Investigate and follow up all outstanding items on bank reconciliation statements with responsible persons and financial institutions.
- Ensure accurate timely reconciliation of banking transactions for bank accounts maintained by the Authority.
- Systematically investigate sub-ledger and general ledger reconciling differences when required.
- Reviewing and entering transactions to the sub-ledger and general ledger.
- Preparation of audit schedules.
- Prepares and submits a comprehensive and accurate report on all monies received and lodgments to the various bank accounts daily.
- Check and balance the petty cash as the needs arise.
- Enter payments on Sage as the needs arise.
- Enter purchases on Sage as the needs arise.
- Checking off the cashier and have lodgments ready for the Courier service at the designated times.

Performance Standards

- The timely and accuracy of monthly and annual financial statements.
- Number of valid audit queries in respect of financial statements.
- The extent to which accounting records are maintained and can be easily retrieved
- Confidentiality, integrity and sensitivity are displayed in the execution of duties.
- All duties are carried out in accordance with the Financial Administration and Audit Act and its Regulations as well as in accordance with sound accounting principles.

Required Competencies:

Core

- Working knowledge of relevant computer applications including spreadsheet packages.
- Excellent knowledge of Accounting Principles and practices.
- Ability to work under pressure and meet tight deadlines.
- Good analytical and problem-solving skills.
- Good interpersonal skills
- Excellent planning and organizational skills.
- High detail orientation and accuracy.
- High analytical and judgment skills.
- Strong communication and reporting skills.

Technical

- Knowledge of the laws and regulations governing public sector accounting practices, including FAA Act.
- Knowledge of accounting principles and practices.
- Knowledge of auditing principles and practices.
- Working knowledge of relevant computer systems and their applications.

Minimum Required Education and Experience

- BSc. Degree in Accounting or Management Studies with Accounting plus two (2) years related experience.
- ACCA Level 1 or;
- ASc. Degree in Accounting - MIND
- MIND Government Accounting would be an asset

Applications accompanied by resumes should be submitted

NO LATER THAN June 13, 2025 to

hrd@fla.gov.jm

or

**The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6**

Email subject should read ACCOUNTING OFFICER

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.