



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 143
OSC Ref. C. 6210/S5²⁰

24th July, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Revenue and Deposits Manager (FMG/PA 2), Finance and Accounts Department, Management Accounting Unit**, salary: \$4,266,270 annum.
2. **Revenue and Deposits Control Officer (FMG/AT 3), Finance and Accounts Department, Finance and Accounts Department**, salary: \$2,190,302 per annum.

1. **Revenue and Deposits Manager (FMG/PA 2)**

Job Purpose

Under the supervision of the Director, Management Accounts, the Revenue and Deposits Manager is responsible for ensuring that the Ministry's Revenue portfolio and other deposits are managed in accordance with the agreed guidelines and in keeping with the Financial Administration and Audit (FAA) Act, Regulations and Instructions, and other Statutes.

Key Responsibilities

Management/Administration:

- Participates in the preparation and implementation of the Ministry's Strategic and Operational Plans;
- Certifies Commitment Vouchers;
- Certifies Journal Vouchers;
- Assists in drafting response to audit queries;
- Ensures that the relevant accounting and financial records of the Ministry are maintained;
- Prepares draft Budgets for miscellaneous revenue based on a realistic projection and within the stipulated deadline;
- Participates in the development of a Procedural Manual for the Division.

Professional/Technical:

Non-Tax/Miscellaneous Revenue Collections

- Ensures that realistic projections for revenue collections e.g., miscellaneous and (AIA) are developed;
- Monitors actual revenue collections and prepares variance report;
- Analyses revenue collections against target and institute measures to ensure that targets are achieved by sensitizing Programme Managers;
- Develops and advises on strategies to increase the proceeds from all income generating activities and implements mechanisms to improve the Ministry's revenue earning capacity;
- Manages the subsidiary accounts to ensure that receipts and withdrawals are in keeping with the relevant statutes.

Un-spent Balances

- Reviews Board of survey reports from Mission to ascertain surrenderable balances from recurrent funds disbursed as allotment;
- Ensures the accuracy of amounts surrendered as un-spent balances.

Control of Deposits

- Liaises with the Mission Accounts Unit to conduct reviews of funds lodged to the various Deposit Accounts to ensure accuracy;
- Investigates dormant funds and liaises with relevant Missions to determine outcome;
- Monitors all Deposit Accounts to ensure that they are being utilized for the purposes for which they were received;

- Ensures that Deposit Accounts with balances that are dormant for six (6) or more years, are paid over to the Accountant General for Miscellaneous Revenue.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills
- Strong planning and organizing skills
- Good interpersonal skills
- Ability to work in teams
- Excellent time management skills
- Sound integrity

Technical:

- Good knowledge of Government accounting, policies and procedures.
- Excellent knowledge of the Financial Administration and Audit (FAA) Act
- Good knowledge of the Ministry's policies, practices and procedures.
- Proficiency in the use of spreadsheets and other computerized systems.
- Sound problem-solving and analytical skills.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting/Management Studies within Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

2. Revenue and Deposits Control Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Revenue and Deposit Manager, the Revenue and Deposit Control Officer is responsible to assist with ensuring that the Ministry's Revenue portfolio and other deposits are managed in accordance with the agreed guidelines and in keeping with the Financial Administration and Audit (FAA) Act, Regulations and Instructions, and other Statutes.

Key Responsibilities

Management/Administration:

- Inserts Journal Vouchers for revenue collected;
- Assists with ensuring that the relevant accounting and financial records of the Ministry are maintained

Technical/Professional:

- Assists with the collation of data for revenue earned at Missions Overseas;
- Assists with the collation of data for revenue earned by Honorary Consuls who report directly to Headquarters;
- Analyses revenue collections against target, to facilitate report by the Revenue and Deposit Manager;
- Ensures revenues and other relevant movements are journalized to the Government Financial Management System (GFMS).
- Assists with the investigation of dormant funds and liaise with relevant Missions to determine outcome.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills
- Strong planning and organizing skills
- Good interpersonal skills
- Ability to work in teams
- Excellent time management skills
- Sound integrity

Technical:

- Good knowledge of Government accounting, policies and procedures.
- Good knowledge of the Financial Administration and Audit (FAA) Act
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Proficiency in the use of spreadsheets and other computerized systems.
- Sound problem-solving and analytical skills.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- Diploma in Accounting from an accredited University or Community College; or
- Business Studies/Business Administration from an accredited tertiary institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 and 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

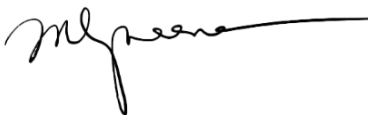
Applications, accompanied by résumés, should be submitted **no later than Friday, 7th August, 2026, to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**