



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Financial Controller – Payments (FMG/AT 3)** in the **Housing Fund Account Branch**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

To develop and direct the implementation of systems and procedures for accounting and administering Housing Fund's receivables and payments; and to ensure that receipts and payments are in keeping with guidelines

Key Responsibilities:

- Develops and reviews systems and procedures for effective receivables and payables administration.
- Ensures adherence to established accounting principles and standards in the operations of the Accounts Receivables and Payables Unit.
- Ensures that bills are certified.
- Directs and delegates to supervisees.
- Balances the cashier at the end of the day.
- Prepares operational reports.
- Ensures maintenance of accounting records and files.
- Establishes bank and investment accounts for the Housing Fund.
- Monitors the Fund's receivables and expenditure and ensures that the bank accounts are adequately funded.
- Verifies the balances on the Fund's bank and investment accounts and ensures appropriate reconciliation.
- Ensures the verification and certification of all payment vouchers.
- Authorizes payment on invoices, contracts and claims.
- Checks and certifies balances on accounting schedules, journals, and ledgers.
- Checks and certifies all reports and statements generated from the Financial Management Information System.
- Monitors and oversees the operations of the Disbursement Unit and ensures that disbursements are effected in line with established procedures and controls.
- Monitors, analyses and reports expenditure patterns against established ministry policy and budgeted provisions.
- Ensures that the Ministry's obligation in relation to taxation and the filing of statutory returns are honored.
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and supervisory skills
- Good communication and interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Responsible and meticulous

Technical

- Sound knowledge of accounting principles and practices

- Knowledge of the provisions of the Financial Administration and Audit Act (FAA Act) etc.
- Knowledge of the management of receivables and payables

Minimum Required Qualification and Experience

- AAT Level 3; or
- ACCA-CAT Level C/level 3; or
- ACCA Level 1; or
- NVQJ Level 4, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution; or
- ASc. Degree in Accounting, MIND; or
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2,&3; or
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University

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

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megid.gov.jm

Subject: Financial Controller – Payments (FMG/AT 3)

Please note that only shortlisted applicants will be contacted.