



The Cannabis Licensing Authority (CLA), an agency of the Ministry of Industry, Investment and Commerce, was established in 2015, under the Dangerous Drug Amendment Act, (DDA) with a specific role to establish and regulate Jamaica's legal ganja and hemp industry invites applications for the position of:

**Contract - Accounting Technician (FMG/AT 3) (Band 5)**

**JOB PURPOSE:**

Reporting to the Director, Finance and Accounting, the incumbent is responsible for the assistance in the controlling of payments for fortnightly and monthly salaries, the preparation of payment vouchers, the preparation of monthly and annual statements for submission for the Authority in accordance with the relevant acts and guidelines.

**KEY OUTPUTS:**

- Salary Information verified
- Salary records maintained
- Monthly payroll/fortnightly payroll prepared
- Deductions control register maintained
- Statutory deduction verified
- Balance Payroll
- Salary cards reviewed
- Committed bills verified
- Uploads Purchase Orders and Invoices to Tax Administration Jamaica's Website for zero-rated approval
- Accuracy of Travelling vouchers verified and post to the system
- Payment voucher generated on FinMan System
- Voucher posted on system
- Generate receipts and lodgment checked
- Stale date cheque retrieved and submitted
- Journal voucher verified, signed and submitted
- Journal voucher posted on Financial Management Information System (FinMan)
- Journal voucher filed on Financial Management Information System (FinMan)
- Payments/Journal vouchers examined for errors
- Wire transfers accounted for
- Financial reports generated
- Financial statements examined and printed

**KEY RESPONSIBILITIES:**

- Ensure that all Salary Payable Accounts are reconciled prior to disbursement of cheques.
- Participates in the Interim Audit Exercise by:
  - Providing Auditors with the necessary information required
  - Providing timely and satisfactory answers to audit observations and queries
  - Implementing recommendations.
- Prepares Payroll Spreadsheets for Payment Vouchers.
- Maintains payroll deduction binders and files payroll and all other related correspondence.
- Maintains and balances Salary on and Off Control Register.
- Ensures adequate controls for the proper maintenance of all salary and related records.
- Accurate payment vouchers prepared in agreed timeframe

- Salary deductions computed and administered in a timely manner
- The maintenance and organizing of accounting records; files and maintained in a manner where records are easily retrieved

**KEY COMPETENCIES:**

**Core**

- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Excellent numeracy and computation abilities
- Outstanding organizing and time management skills
- Good integrity/ethics exercised in the performance of duties
- Good teamwork and co-operation skills
- Good social skills
- Good planning and organizing skills.

**Technical**

- Good Oral and Written Communication skills
- Good interpersonal skills
- Good problem solving, decision making, planning and organizing skills
- Goal/result oriented
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Good analytical and problem-solving skills
- Proficiency in Accounting packages such as Peachtree/SAGE, IPS, Microsoft Excel and Word
- Sound knowledge of the Government of Jamaica Financial Administration and Audit (FAA) Act
- Good knowledge of accounting principles and practices
- Sound knowledge and preparation of salaries and disbursement

**QUALIFICATIONS & EXPERIENCE REQUIREMENTS:**

- AAT Level 3 **or**
- ACCA-CAT Level C **or**
- ACCA Level 1 **or**
- Diploma in Accounting from a recognized University **or**
- Associate of Science Degree in Accounting, MIND **or**
- Diploma in Government Accounting, MIND, i.e., Government Accounting Levels 1, 2, and 3 **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.
- Two (2) years' experience in Government Payroll Applications.

**Salary range \$1,984,305.00 to \$2,668,670.00 per annum.**

Applications should be submitted no later than **Friday, July 21, 2023**

**Please indicate the position being applied for in the Subject Line**

**THE DIRECTOR HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT  
CANNABIS LICENSING AUTHORITY  
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5  
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**Please note that only shortlisted applicants will be contacted.**