



The Cannabis Licensing Authority invites applications for the position of:

FINANCIAL ACCOUNTANT (FMG/PA 2)

JOB PURPOSE:

Under the general direction of the Director, Finance and Accounting the incumbent will be responsible for managing the financial operations of the Division in order to ensure the proper acquisition and utilization of funds and assets in accordance with the government policies, procedures and the Financial Administration and Audit (FAA) Act.

KEY RESPONSIBILITIES:

- Oversees the implementation of all accounting functions of the Division. Inputs new employees on the payroll system
- Checks and addresses matters received relating to assigned payroll
- Computes and records monthly and bi-weekly salaries, travel allowances, mileage reimbursements and other staff payments
- Calculates statutory deductions and prepares monthly deduction report
- Prepares Audit Schedules
- Provides information for internal and external Auditors
- Prepares P24 and P45 forms upon request
- Arranges payment for temporary and contracted staff employee
- Prepares estimates of revenue and expenditure and formulate the divisional budgets in consultation with the Director, Finance concerning relevant financial matters
- Prepares Wage Bill
- Monitors actual expenditure and variances of the budget
- Maintains up-to-date database of all accounting procedures and practices in the Division
- Obtains funds/per diem etc. for overseas travel
- Ensures that all internal accounts and bank accounts are reconciled
- Participates in the preparation of the annual budget.
- Authorizes all bills for payment and ensures that all goods and services are required in keeping with government policies
- Certifies all receipts and payments
- Uploads salary information on Banking platform
- Provides monthly, quarterly, annual and ad hoc financial reports as required
- Custodian for all valuables
- Performs other related functions as assigned by the Director, Finance and Accounting

REQUIRED KNOWLEDGE, SKILLS AND KEY COMPETENCIES

- Excellent knowledge of accounting principles and practices
- Knowledge of established government accounting procedures
- Excellent knowledge of the FAA Act
- High degree of interpersonal skills including tact and confidentiality
- Ability to establish and maintain effective working relationship with management employees and stakeholders
- Confidential
- Ability to work in a team
- Sound judgement and initiative
- Knowledge of standard computer applications and spreadsheets
- Good oral and written communication skills

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University or;
- ACCA Level 2 or;
- Associate of Science Degree in Accounting (MIND), along with the Diploma in Government Accounting (MIND)
- Salary range: (FMG/PA 2) \$1,852,947.00 to \$2,202,571.00 per annum plus any allowances attached to this post

Applications should be submitted no later than **Wednesday, February 13, 2019** to:

**The Director Human Resource and Administration
Cannabis Licensing Authority
4th Floor, Pan Jam Building, 60 Knutsford Boulevard, Kingston 5
Email: vacancies@cla.org.jm**