



# Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

*Building Capability for Public Service Excellence*

ISO 9001: 2015 CERTIFIED

## STAFF VACANCY

Applications are invited for the following vacancy within the Finance, Human Resource Management and Administration Branch

### Accounting Assistant, Grade 4

This position has the responsibility to support the systematic recording and updating of accounting records through the timely and accurate preparation of source documents and the writing up of original books as they relate to the cash receipts, payments and receivables.

The successful candidate should possess the following competencies:

- Good Knowledge of Basic Accounting Principles and Practices
- Excellent Time Management Skills
- Good understanding of business processes and the use of technology in organizations including data management concepts and techniques; tools and principles involved in production of reports and information management
- Sound Knowledge and Appreciation of Administrative Management
- Excellent Problem Solving Skills
- Excellent Interpersonal Skills
- Good Analytical Skills

Minimum Required Qualification and Experience:

- Associate Degree in Accounting, Certified Accounting Technician or equivalent qualification;
- Three (3) years' related work experience

Qualified applicants are invited to address their applications and résumés to:

- Director Finance, Human Resource Management and Administration
- [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

Application Deadline: Tuesday, April 16, 2024

**MIND Kingston**

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