



# 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

### Finance and Accounts Officer, Grade 6

The incumbents will be responsible for supporting the receivables and payables functions, ensuring transactions are undertaken and systematically recorded and accounts properly maintained.

The successful candidate should possess the following competencies:

- Good knowledge of Accounting, Auditing and Financial Statements
- Appreciation of Financial Analysis Acumen
- Good Understanding of Financial Accounting and Reporting
- Excellent Knowledge of Budgeting and Forecasting
- Knowledge of Financial Performance
- Sound Knowledge and Appreciation of Statutory Taxes
- Knowledge of Risk Management
- Sound knowledge of statutory laws and regulations that govern the accounting practices
- Ability to Exercise Initiative

Minimum Required Qualification and Experience:

- Bachelor's Degree in Accounting or ACCA Level II
- A minimum of three (3) years related work experience

Interested persons should address their applications and résumés to MIND's

Senior Manager, Human Resource Management

Deadline for applications is Friday, September 27, 2024

Email: [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

**MIND Kingston**

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