



# 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 to fill the following vacancy

### Accounting Assistant, Grade 4

This position is charged with 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, receivables and payables functions.

The successful candidate should possess the following competencies to:

- Ensure all Books of Original Entry (Day Books) are written up
- Ensure all cash books and complete daily balancing are written up
- Assist with the preparation of journal vouchers in respect of daily accounting transactions and adjustments to accounts
- Prepare and lodge all receipts in relevant accounts
- Prepare and dispatch invoices/statements for clients in a timely manner

Minimum Qualifications and Experience:

- Association of Accounting Technician, Certified Accounting Technician or Equivalent designation/qualification
- Three (3) years related work experience

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

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

**Application Deadline: Sunday, May 10, 2026**

**MIND Kingston**

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



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