



Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Pharmacy Council, Ministry of Health and Wellness**.

Accounting Technician 2 (FMG/AT 2) [Vacant]

Salary Scale: \$1,711,060 - \$2,301,186

Job Purpose

Under the general supervision of the Accountant of the Council, The Accounting Technician 2 is responsible for providing the accurate and timely processing of day-to-day financial transactions and contribute to the efficient performance of the Finance and Accounts Department.

Key Outputs

- Payments are processed in an efficient manner.
- Receipts are recorded in a timely manner.
- Journal Vouchers prepared by a specified time.
- Bank Reconciliation Statements prepared by a specified time.
- Maintenance of an efficient filing system.

Key Responsibility Areas

- Post receipts and payments to general ledger and maintain up to date balances.
- Prepare bank lodgments.
- Maintain the petty cash imprest.
- Prepare payment vouchers.
- Write cheques and enter online transfers.
- Filing accounting correspondence and documents.
- Assist with procurement of goods and services.
- Assist with data gathering and preparation of documents for audit inspections.
- Calculate board member fees and withholding tax due on a quarterly basis.
- Performs any other duties as required.



REQUIRED COMPETENCIES (CORE & TECHNICAL)

- Knowledge of the operation of Quickbooks Accounting software for data entry.
- Knowledge of the foundational principles of Accounting.
- Detailed, with sound judgment and analytical skills.
- Skill in the use of spreadsheet applications eg. Excel.
- Ability to operate within deadlines.
- Reputation of integrity and confidentiality.
- Knowledge of the impress system.
- Ability to interpret procurement guidelines provided in the GOJ procurement manual.
- Knowledge of the FAA Act & Regulations.

Minimum Required Education and Experience

- Certificate or Diploma in Accounting, Management or Business Administration from a recognized institution; OR
- CAT or AAT level A and 1 respectively; OR
- Completion of the relevant Certificate in Government Accounting Level 2 Course and at least two (2) years' experience;
- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience.

Applications with résumés are to be submitted no later than **May 29 2026** to:

Registrar
The Pharmacy Council
91 Dumbarton Avenue,
Kingston 10
rxCounciljm@pcoj.gov.jm

The Pharmacy Council thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.