



## Career Opportunity – Advertisement

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

**Accounts Payable Officer (FMG/AT 2) (Band 4) (Vacant)**  
**(Salary: \$1,711,060 per annum)**  
**(2 Positions)**

### JOB PURPOSE

Reporting to the Senior Accounts Payable Officer, the Accounts Payable Officer ensures that payments are processed adequately to ensure their validity, propriety, authenticity and accuracy of claim.

### KEY OUTPUTS

- Payments processed;
- Cheques prepared;
- Advances cleared

### KEY RESPONSIBILITY AREAS

#### *Technical Responsibilities*

- Checks claims, bills, contracts and invoices submitted for payment to ensure that adequate documentation and accurate information are provided;
- Prepares appropriate payment vouchers with the financial code structures;
- Maintains relevant registers – transport allowance cards;
- Inputs data from payment vouchers into FMIS system as per financial code structure;
- Receives two (2) copies of cheque issued statement from authorised officer along with the appropriate amount of cheques to be printed;
- Ensures that all necessary steps are taken in accordance with FMIS operational procedure before and when loading the cheques in the printer;
- Checks bills, receipts, and statements submitted for clearance of advances to ensure authenticity and accuracy;
- Prepares appropriate journal vouchers for the clearance of the advances;
- Assists in research to obtain information pertaining to audit or customers queries.
- Performs duties of Relief Cashier.

### PERFORMANCE STANDARDS

- Payments are processed within a specified time period;
- Cheques are printed and ready for disbursement within stipulated time frame;
- Advances cleared in accordance with set guidelines and within stipulated time frame.

### MINIMUM REQUIRED EDUCATION (AT LEAST ONE FROM THE LIST) AND EXPERIENCE

- AAT Level 2
- ACCA-CAT Level B/Level 2
- NVQJ Level 2, Accounting
- Certificate in Accounting from an Accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies;
- ASc. Degree in Business Studies/Business Administration/Management Studies



MINISTRY OF  
**HEALTH &  
WELLNESS**

- ASc. Degree in Accounting from the Management Institute of National Development (MIND); or
- Certificate in Government Accounting Level 2

**Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.**

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

**Senior Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
40 Knutsford Boulevard  
Kingston 5  
Email: [jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)**

**The Ministry of Health & Wellness thanks all applicants for their interest, but only those shortlisted will be contacted.**