



# **CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the post of:  
**ACCOUNTING CLERK – Finance Department**  
**(Temporary – 4 months)**

## **ROLE AND FUNCTIONS OF JOB:**

Under the direction of the Finance Manager, the Accounting Clerk has responsibility to:

- Support their Supervisor by freely and readily providing advice, cooperation and information.
- Assist their Supervisor in ensuring company policies and procedures are respected.
- Perform duties in accordance with accounting policies and procedures manual.

## **CORE DUTIES & RESPONSIBILITIES:**

- Assist with the placement of investments and updating the investment database on a daily basis with investment maturities and funds invested/re-invested.
- Enter receipts to update the receivables sub-ledger and general ledger daily.
- Prepare lodgement and submit to the Senior Accounting Clerk for checking.
- Prepare bank reconciliation statements for submission to the Accountant for review
- Prepare Cashflow Report daily to ensure that sufficient funds are in bank accounts before cheques are processed or funds committed.
- Update fixed asset register with assets acquired.
- Accurately prepare the inventory reconciliations within the requested period each month; investigate and report on anomalies identified.
- Perform any other related duties as assigned by the Finance Manager, Accountant, Senior Accounting Clerk or the Senior Director – Finance, Projects and Facilities Management

## **QUALIFICATIONS & EXPERIENCE:**

- AAT Level 2/ CAT Level 2/ three (3) CAPE Level II subjects including Accounts
- Bachelor Degree in accounting or related field an asset
- Experience in a computerized accounting environment an asset
- Any equivalent combination of education and experience

Applicants are invited to submit their application no later than **Monday, September 11, 2023** to:

The Human Resource Department  
NATIONAL HEALTH FUND  
6<sup>th</sup> Floor, The Towers,  
25 Dominica Drive  
Kingston 5  
**Apply Here:** [vacancies@nhf.org.jm](mailto:vacancies@nhf.org.jm)

**NB. We appreciate all responses, but only short listed candidates will be contacted.**