



# **CAREER OPPORTUNITY**

## **(INTERNAL ADVERTISEMENT)**

**Applications are invited from suitably qualified persons to fill the post of:  
ACCOUNTING CLERK - Payroll Department**

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

Under the direction of the Manager for the Section, 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.

### **SPECIFIC KNOWLEDGE REQUIRED:**

- Ability to use accounting and spreadsheet software applications would be an asset.
- Good time management skills
- Proven organisation and planning skills
- High level of accuracy and attention to details
- Reliability and honesty
- Good written and oral communication skills

### **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, August 9, 2021** to:

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

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