



# NATIONAL FISHERIES AUTHORITY

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ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE **CHIEF EXECUTIVE OFFICER** AND THE FOLLOWING REFERENCE QUOTED.

June 3, 2025

The National Fisheries Authority is inviting applications from suitably qualified and experienced persons to fill the following positions:

**Director, Accounts Payables/ Receivables & Payroll (Level 8) (Vacant)**  
**SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM**

IF YOU BELIEVE YOU POSSESS THE ABOVE QUALITIES AND A STRONG DESIRE TO HELP THE AUTHORITY FULFILL ITS MANDATE, SUBMISSION OF APPLICATIONS ACCOMPANIED BY DETAILED RESUME INCLUDING THE NAMES OF TWO (2) REFEREES SHOULD BE SUBMITTED VIA THE WEB NO LATER THAN **FRIDAY, JUNE 13, 2025** TO:

**SENIOR DIRECTOR**  
**CORPORATE SERVICES DIVISION**  
**NATIONAL FISHERIES AUTHORITY**  
**2C NEWPORT EAST**  
**KINGSTON 11**  
**E-MAIL:** [fisherieshr@nfa.gov.jm](mailto:fisherieshr@nfa.gov.jm)

**We appreciate your interest in these positions; however, only shortlisted applicants will be contacted.**

## **Director, Accounts Payables and Receivables (Level 8) (Vacant)**

### **JOB PURPOSE**

Under the direct supervision of the Senior Director, Finance and Accounts Director, the Accounts Payables and Receivables, is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements ensuring that:

- proper systems of internal control exist and are being adhered to;
- the Financial Administration and audit Act, its Regulations and Instructions are complied with;
- the services of both the Authority's internal and external clients are performed efficiently, effectively and economically

The incumbent is also responsible for the overall supervision of the Accounts Payable and Receivables Units of the Finance and Accounts Division of the Authority and is the chief advisor to the Senior Director, Finance and Accounts on all financial matters relating to accounts payable, payroll and other funds and assets under the control of the Authority.

### **KEY RESPONSIBILITY AREAS**

#### **Management/Administrative Responsibilities**

- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the financial year.
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate.
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions
- Represents the Authority at meetings, conferences and other fora.
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the regulations.
- Participates in the preparation of the annual work programme and budget for the Finance and Accounts Division;
- Liaises with Section Heads to develop and submit the annual operational plan for the Authority;

#### **Technical/Professional Responsibilities:**

- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries.
- Ensures, where appropriate, that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available.
- Ensures that an effective fair and proper system is in place for the prioritisation and settlement of accounts payable.
- Analyzes payment requests by checking for authenticity, cash flow and budgetary provisions.
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank account.
- Authorizes payment vouchers and monitors the preparation of cheques and wire transfers.
- Monitors the cheque register to ensure that all cheques are recorded and that the register is updated.
- Creates and reviews accounts receivables reports and ensures that records are maintained
- Reviews receivables and proactively manages the collection process
- Compiles information to support the annual statutory audit and other audits as required.
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.
- Evaluates and capitalizes new and existing fixed assets.
- Performs month-end close activities to reconcile fixed assets and construction work in progress.
- Calculates and records monthly depreciation expenses.
- Assesses fixed asset impairment and fixed asset retirement.
- Reviews and analyzes repair and maintenance expenses for items that should be classified as capital.
- Ensures that assets disposed of and retired assets are removed from accounting records.
- Organizes and supervises periodic physical inventory of fixed assets.

### **Human Resource Responsibilities**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and or initiates corrective action where necessary
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.
- Participates in recruitment of staff for the Branch and recommends transfer, promotion and leave in accordance with established human resource policies and procedures
- Identifies training/development needs of staff and makes recommendations as required; • Trains members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Authority, Division and the Unit;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommend vacation leave and approves departmental and sick leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings.
- Manages performance appraisals of direct reports and submits recommendations.

### **Other Responsibilities**

- Performed any other duties that may be assigned from time to time.

### **AUTHORITY**

- Authorizes payment vouchers
- Authorizes payments and bank transactions within set limits
- Signatory on all Bank Accounts
- Requisitions cheques and invoices
- Recommends change in policy

### **PERFORMANCE STANDARDS**

- Key deliverables are produced within the agreed timeframe to the required standards
- Strategic/operational plans prepared and presented within the given timeframe
- Workplan/unit plans developed within the given timeframe
- Inflows/outflows of revenues monitored in accordance with the government's policies and procedures
- Budget expenditure and payments effected in accordance with government's policies and procedures
- Financial statements prepared within the agreed timeframe and in accordance with the FAA instructions and regulations
- Status reports are prepared within the agreed timeframe
- Statutory and salary deductions remitted within the agreed timeframe
- Cheque register monitored consistently according to required guidelines.
- All lodgments are monitored and recorded according to required guidelines on a consistent basis.
- Outstations accounts are monitored within agreed timeframe to ensure that they are operating according to the guidelines of the FAA Act.
- Payment vouchers are authorized within the established timeframe.
- Audit responses are accurate and comprehensive and are submitted within the established timeframe
- Staff performance evaluated in a timely manner
- Staff performance meets or exceeds set targets
- Technical advice re payables provided upon request or within agreed timeframe
- Staff needs are clearly identified and addressed.
- Annual Assessment of fixed asset impairment and fixed asset retirement conducted as agreed

## REQUIRED COMPETENCIES

| Core Competency                            | Required Band (1-6) | Technical Competency                               | Required Level (1-4) |
|--|---------------------|--|----------------------|
| Communicating Effectively                  | 4                   | Workforce Planning and Talent Management           | 2                    |
| Working Collaboratively                    | 4                   | Employee Relations                                 | 2                    |
| Developing Capability                      | 3                   | Accounting   | 3                    |
| Driving Continuous Change and Improvements | 4                   | Financial reporting                                | 3                    |
| Effective Decision Making                  | 4                   | Financial resource management                      | 3                    |
| Ensuring Value for taxpayer's money        | 4                   | Knowledge of regulations, legislation and policies | 3                    |
| Providing Quality Service                  | 3                   | Financial risk management                          | 2                    |
| Strategic and Analytical Thinking          | 3                   |  |                      |

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in accounting or management
- Completion of relevant Government Accounting Courses
- At least five (5) years related accounting experience.

## OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least five (5) years' related experience in Accounting.

## SPECIAL CONDITIONS

- Typical working environment, no adverse working conditions.
- Maybe required to work long hours, weekends and public holidays