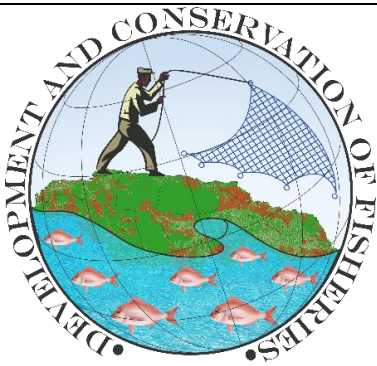




NATIONAL FISHERIES AUTHORITY

HEAD OFFICE | 2C NEWPORT EAST, KINGSTON 11, JAMAICA

MAILING ADDRESS: P.O. Box 470, KINGSTON 13, JAMAICA

TELEPHONE: (876)948-9014 • (876)948-6933 • (876)967-2081 • (876)967-1601

FAX: (876)924-9182 | **WEBSITE:** <http://www.fisheries.gov.jm>

EMAIL 1: fisheries@nfa.gov.jm • **EMAIL 2:** fisheries_jamaica@live.com

AQUACULTURE BRANCH | TWICKENHAM PARK, P.O. Box 833, SPANISH TOWN, ST. CATHERINE

TELEPHONE: (876) 984-9343 • (876) 984-9444 | **FAX:** (876) 984-5194

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

October 5, 2026

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

RECORDS OFFICER/CASHIER (LEVEL 4) (PORT ANTONIO & ST. ANN'S BAY LOCATION)
SALARY SCALE (\$2,190,035- \$2,358,716) 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, OCTOBER 16, 2026 TO:

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

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

Records Officer/Cashier

JOB PURPOSE

Under the direct supervision of the Operations Manager, the Records Officer/Cashier is responsible for the safe custody and lodgment of all funds received at designated Sub-Station/s on behalf of the National Fisheries Authority.

In addition, the incumbent receives applications for licenses and permits, submits these to the Licensing and Registration Branch for processing and issues approved licenses and permits to qualified fishermen, fishing vessels and owners, thereby giving them permission to fish in Jamaican waters in keeping with the Fisheries Act. There is a requirement to liaise with other Authority personnel such as Extension Officers to ensure that applicants are genuine fishers and that boats are being maintained in accordance with seaworthy standards before accepting the applications for submission.

The incumbent also compiles and maintains records of licenses and permits issued at the designated Sub-Station/s as well as records of fuel stock. He/she monitors fuel use and prepares requisitions for depleted stock, as necessary.

KEY RESPONSIBILITY AREAS

Technical Responsibilities

- Prepares and issues receipts for all revenue collected by using Official Receipt Book
- Maintains the cash book
- Balances cash book on a daily basis
- Prepares monthly report detailing revenue collections
- Maintains petty cash float
- Prepares bank deposits for lodgment of funds received

- Prepares and dispatches daily bank lodgments to the relevant bank accounts in accordance with established guidelines, through the relevant Courier Service
- Maintains custody of cheques, cash and valuables
- Collaborates with the Operations Manager to ensure the maintenance of supplies for operational activities;
- Checks fuel received and maintains stock book by recording therein the quantity of outboard motor fuel issued daily;
- Checks and balances meter reading with daily sales and reports any discrepancies for appropriate investigation;
- Checks and signs off delivery of fuel to ensure that the quantity/product ordered is delivered;
- Prepares and submits weekly cash statement reports.
- Collects funds and issues receipts to fishers and vessel owners for revenues from the sale of fuel;
- Prepares and maintains cash sales receipt book
- Prepares monthly report detailing revenue collections;
- Collaborates with the Operations Managers to ensure that the occupational safety and health procedures for the Sub-Station are adhered to;
- Conducts/assists checks to ensure that the relevant compartments of the gas tanker are sealed;
- Interviews applicants to ascertain type of license needed (i.e. commercial, recreational);
- Collects data and documents for use in the licensing process;
- Completes application forms with the applicants; prepares internal forms for submission for authorizing signature(s);
- Monitors the attendance registers, maintains leave cards, prepares and submits the attendance reports for the Sub-Station/s to the Division's Administrative Office;

Other Responsibilities

- Performs any other related duties, which may be assigned from time to time.

AUTHORITY

- Provides data on fuel stocked
- Makes reorder requests

PERFORMANCE STANDARDS

- Revenues are collected in accordance with established guidelines and receipts are issued to customers upon receipt of cash.
- Lodgments accurately prepared, secured and dispatched to the Bank on a daily basis.
- Cash book is updated daily and is accurately maintained in accordance with accounting principles and the provisions of the FAA Act.
- Cash Sales receipts and weekly cash statement report forwarded to Authority's Accounting Branch for reconciliation on a weekly basis.
- Stock Book is updated daily and is accurately maintained in accordance with established accounting principles
- Accurate meter readings are recorded on daily basis and are consistently maintained.
- Confidentiality is maintained in data collection and dissemination
- License/Permit application documents produced are accurate and submitted within the specified timeframe.
- Reports are comprehensive and accurate and submitted within the agreed timeframe.

REQUIRED COMPETENCIES

Core Competencies

- Oral Communication
- Written Communication
- Customer and Quality
- Focus
- Teamwork and Co-operation
- Integrity
- Initiative

- Interpersonal Skills

Technical Competencies

- Sound knowledge of Government Accounting Procedures and the Financial Administration and Audit Act (FAA)
- Sound knowledge of general accounting principles and practices
- Sound knowledge of safety procedures
- Working knowledge of the Fisheries Act and related regulations and guidelines, also policies and procedures of the National Fisheries Authority
- Proficiency in the use of relevant computer applications
- Good Understanding of Supplies management and Inventory management

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate degree in business, or accounting or other social science
- Certificate in Government Accounting (Level 2)
- Training in Supplies Management
- Two (2) years experience in a similar capacity

OR

- Certificate (Upper Secondary Leaving)/ NVQ Certificate Level 3
- Certificate in Government Accounting (Level 3)
- Training in Supplies Management
- Four (4) years experience in a comparable work environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to gas fumes and susceptibility to fire hazards.
- May have to operate in hostile environments
- Susceptibility to risks associated with monetary transactions