



Police Civilian Oversight Authority

CAREER OPPORTUNITY

The Police Civilian Oversight Authority invites applications from suitably qualified candidates to fill the post of:

ACCOUNTANT (FMG/PA 2) – VACANT
SALARY SCALE: \$4,266,270.00 - \$5,737,658.00 p.a

PURPOSE:

The incumbent is responsible for supporting and supervising the accounting and financial management activities which include budgeting and commitments, expenditure and receipt controls, payroll preparation and financial accounts.

KEY RESPONSIBILITIES:

- Monitors the finances of the PCOA;
- Supports the development of Strategic and Operational Plans for the Authority;
- Administers and reviews all departmental Financial Plans and Budgets;
- Prepares the annual budget in accordance with the activities under the Strategic and Operational Plans of the PCOA;
- Monitors and controls the budget effectively and efficiently, in accordance with the needs and operations of the PCOA;
- Prepares and presents monthly and annual cash flow/financial statements/reports to the members of the PCOA;
- Receives and monitors the processing of quotations and invoices through the Ministry of National Security & Peace;
- Maintains effective communication and working relationships with the Ministry of National Security & Peace and other stakeholders to ensure the timely processing and payments of invoices;
- Regularly monitor and log the payments of invoices submitted;
- Prepare and submit monthly forecast of expenditures to the Ministry of National Security;
- Prepare monthly reconciliation of accounts;
- Prepares and maintains Fixed Asset Register;
- Prepares and maintains proper accounting records;
- Develops, implements and updates the Unit's Policies and Procedures Manual with all relevant Government of Jamaica (GOJ) policies and accounting practices;
- Ensures that all financial and accounting records required under the FAA Act and by the (GOJ) are maintained and in accordance with the Ministry of Finance and Public Service's (MOF&PS') instructions and rules that may be issued from time to time;
- Communicates, presents and resolves, in a timely manner, all critical financial matters to the Chief Executive Officer;
- Prepares and submits written financially/statistical information as may be requested by the MOF&PS and Ministry of National Security.
- Ensures Audit schedules are prepared and available to Auditors on a timely basis;
- Prepares and submits accurate and complete draft financial statements for purposes of external auditor;
- Provides support to the Internal and External Audit Team;
- Reviews and responds to audit queries;
- Represents the PCOA at meetings, conferences and other for a as requested
- Participates and supports the activities of the Inspection and Monitoring Unit;

- Performs any other duties that may be assigned from time to time;

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Excellent knowledge of financial and accounting principles, practices and processes.
- Knowledge of relevant accounting software applications
- Working knowledge of relevant laws, statutes, policies and procedures and other instructions specific to the Government of Jamaica (GOJ), particularly the FAA Act and Public Sector Procurements Policy;
- Knowledge of GOJ procurement procedures
- Ability to apply good judgement, initiative and cope well under pressure.
- Confidential and professional in personal conduct and in the execution of duties
- A problem-solving and results-driven individual with an eye for details
- Strong interpersonal and communication skills (verbal and written); at all levels
- Ability to communicate effectively in oral and written forms with persons at all levels
- Excellent report writing skills
- Strong negotiation skills
- Excellent working knowledge of Microsoft Office Suite, financial and accounting software

QUALIFICATION & EXPERIENCE:

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from an accredited University; or
- ACCA Level II Designation or equivalent qualification.
- Minimum of three (3) years' experience in Accounting with at least one (1) year at a similar level.
- Experience with QuickBooks would be an asset

Applications accompanied by resumes should be submitted **no later than Friday, April 17, 2026** to:

**Director, Human Resource Management & Administration
Police (Civilian Oversight) Authority
5A West Avenue, Kingston Gardens
Kingston 4
Email: info@pcoa.gov.jm**