



SOUTHERN REGIONAL HEALTH AUTHORITY

Compassion | Accountability | Respect | Efficiency



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position:

Parish Accountant - FMG/PA 1 - Vacant St. Elizabeth Health Department

Core Functions

Reporting to the Parish Manager, the incumbent will be responsible for:

- Guiding and coordinating the preparation of the annual budget within the parish.
- Managing the parish budget ensuring the strict observance of cost containment measures.
- Preparing costings in respect of salaries and materials for the parish office.
- Maintaining the imprest account for the parish office.
- Developing appropriate accounting control systems for the operation of the parish office in collaboration with the Regional Office.

Minimum Qualification and Experience Required

- AAT Level 3 or;
- ACCA-CAT Level 3 or;
- ACCA Level 1 or;
- Diploma in accounting from a recognized University eg. UTECH or;
- A.Sc. -Accounting, MIND o
- Completion of revised Certificate in Government Accounting Course or;
- Bachelor's degree in Accounting or Management Studies with Accounting from a recognized University eg. UTECH, UWI.
- Minimum of two (2) years experience in general, financial and management accounting.

Required Knowledge/Skills/Specialized Techniques

- Comprehensive knowledge of government accounting principles and practices and the FAA Act.
- Knowledge of the Public Service Regulations and the Staff Orders would be an asset.
- Hands on experience of budget preparation, management and control.
- Proven skills in implementing and managing financial management control systems.
- Good oral and written communication skills.
- Ability to analyze and interpret financial and accounting reports.
- Ability to exercise a high level of integrity and confidentiality on the job.
- Excellent computer skills.

Applications along with resume should be sent no later than Feb 22, 2019 to:

The Director, Human Resource & Industrial Relations
Southern Regional Health Authority
3 Brumalia Road
Mandeville

FAX (876) 962-8233

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.