

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness 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 in the **REGIONAL OFFICE**:

ACCOUNTANT (FMG/PA 2 - Pay Band 8) - VACANT

(Salary range \$4,266,270 - \$5,737,658 per annum and the relevant applicable allowances)

Reporting to the Director, Finance & Accounts, the Accountant is responsible for the execution, management and maintenance of the accounting and reporting functions of the Southern Regional Health Authority specifically as it relates to the STI/HIV programme; projects reconciliation; bank reconciliation; financial monitoring of contracts, and to do so in accordance with the procurement and financial management guidelines of the Government of Jamaica and Funding Agencies.

Qualifications and Experience:

- BSc. in Accounting, Business Administration or Management Studies, Economics or equivalent, plus
- At least five (5) years relevant experience
- Procurement training would be an asset
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- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting
- Three (3) years' work experience including working with projects funded by international agencies.
- Procurement training would be an asset

Specific Knowledge, Skills & Competencies:

- Sound knowledge of the Financial Administration & Audit Act (FAA)
- Knowledge of Financial Instructions and other Government of Jamaica (GoJ) policies that guide the delivery of HRMD services
- Sound knowledge of GoJ's Budget Management and Accounting Principles and processes
- Sound knowledge of international accounting standards (IAS)
- Sound knowledge of Project Management Procedures
- Sound knowledge of Procurement Procedures
- Knowledge of Fixed Asset Management
- Competency in the use of Accounting Software
- Proficiency in Microsoft Office Suite
- Excellent presentation skills
- Excellent leadership skills
- Excellent problem-solving and analytical skills
- Strong organizational skills
- Good time management and planning skills
- Excellent collaboration, coalition building and relationship management skills with internal and external stakeholders
- Excellent oral and written communication skills
- Ability to maintain high standards of integrity and ethics in the performance of duties

Key responsibilities will include:

- Ensuring that monies received from funding agencies are appropriately receipted and deposited in a timely fashion to the appropriate bank accounts designated for the Southern Regional Health Authority.
- Submission of quarterly cash flow projections to the Project Coordination Unit (PCU) that are adequately justified and in keeping with the approved work plan(s).
- Daily preparation of payment vouchers, and cheques.
- Preparation of budgets and financial reports for funding agencies and GoJ as required.
- Preparation of monthly financial reports, statements of expenditure.
- Signing and verification of bank reconciliations.

- Submission of monthly and quarterly financial reports to the PCU on a timely basis; that is, within ten (10) days of the end of the monthly quarter.
- Ensuring timely liquidation of expenditure.
- Management of the regional bank accounts, ensuring that funds are available to support STI/HIV programme activities, and that funds are used only for the purpose designated and in accordance with the approved work plans.
- Conducting analysis of budgeted versus actual expenditure in respect of the approved work plans and preparing variance analysis reports.
- Ensuring the effective and efficient management of projects resources through the use of accurate and transparent internal control mechanisms, which integrate with those established by the Southern Regional Health Authority.
- Facilitation of procurement and financial reviews conducted by the PCU, donor agencies and auditors from time to time.
- Preparation of semi-annual and annual financial statements for audits and resolving any subsequent queries of STI/HIV programme and other projects.
- Liaising with auditors and facilitating timely completion of financial management audits of STI/HIV programme and other projects.
- Preparation of timely responses to audit findings related directly to the resources assigned to the region by the PCU.
- Liaising with Procurement Department and ensure timely payment of suppliers, in accordance with the terms of the contracts.
- Maintenance of a proper inventory system for each funding agency for all assets procured using funding agencies' resources or Government of Jamaica, The Ministry of Health & Wellness.
- Liaising with the Procurement Officer and the Administrative Officer - Regional STI/HIV Programme to ensure timely procurement of resources needed to support the programme.
- Liaising with the Finance and Administrative Officers of the PCU, providing the necessary updates on the implementation of work plan activities.
- Facilitating the resolution of all financial management bottlenecks, by liaising with the relevant personnel.
- Financial records properly maintained and kept up to date
- Preparing Semi-annual and annual financial statements for audits submitted no later than forty-five (45) days after the period being audited.
- Preparing timely and complete responses submitted in respect of audit findings of Updated Regional STI/HIV Programme
- Reviewing and signing of Bank reconciliations on a monthly basis
- Liaising with Project, Facilities Operations & Maintenance and Procurement Departments to complete reports and reconciliations.

Applications along with resume should be sent no later than **Wednesday, August 19, 2026** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED