

# Southern Regional Health Authority

**Compassion | Accountability | Respect | Efficiency**  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
Tel: (876) 625-0612-3 / 962-9491 / 962-8232  
Website: [www.srha.gov.jm](http://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 at the **Mandeville Regional Hospital**:

## **Accounting Clerk 2 (FMG/AC 2) – 1 position vacant**

**(Salary range \$1,439,455 - \$1,935,907 per annum plus any allowance (s) attached to the post)**

### **Job Summary**

The Accounting Clerk under the supervision of the Accountant, has the responsibility for providing accounting support for the hospital.

### **Qualification and Experience**

- Four (4) GCE O'Level subjects (Grades A-C), CSEC (Grades 1 - 3), SSC (Ranges 4 or 5) or City and Guilds Level 3 passes, including a numeric subject and English Language.

### **Specific Knowledge, Skills and Competencies**

- Knowledge of the FAA Act
- Excellent Knowledge of Accounting Clerk Practices and Principles
- Good knowledge of Computer Applications.
- Good interpersonal communication skills
- Good conflict resolution skills
- Excellent time management skills
- Excellent customer service skills

### **Key Responsibilities will include:**

- Checking payment vouchers and ensuring compliance.
- Assisting with the checking of employees' claims to ensure compliance to policies in place.
- Documenting invoices and claims received and dispatched in the department.
- Preparing imprest reimbursements.
- Controlling the petty cash float for the department.
- Updating petty cash book on a timely basis.
- Preparing invoice orders and ensuring that orders are sent to the relevant suppliers.

- Liaising with the Regional Office regarding payment to suppliers as well as queries regarding payment of salaries and allowances to staff.
- Checking vouchers for correct rates and codes.
- Preparing monthly no user fees report.
- Checking NHF bills and reconciling inpatient bills and ward stocks before invoice is submitted.
- Assisting with the response to audit queries of the hospital's accounts.
- Lodging all supplier invoices in Tracking Register on a daily basis.
- Checking the value and petty cash books on a monthly basis to ensuring compliance with financial regulations.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal office conditions
- Required to work outside of normal working hours including Saturdays and Sundays, as necessary to meet deadlines

Applications along with resume should be sent **no later than October 10, 2025** to:

Senior Human Resource Officer  
 Mandeville Regional Hospital  
 32 Hargreaves Avenue  
 Mandeville P.O., Manchester  
**FAX (876) 625-8493**  
*E-Mail - [jobsmrh@gmail.com](mailto:jobsmrh@gmail.com)*

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

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**