

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

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**:

BANK RECONCILIATION CLERK (FMG/AT 1)

(Salary range \$797,713 - \$948,230 per annum and any applicable allowances)

Under the direct supervision of the Senior Accountant, the incumbent is responsible for preparing Bank statement reconciliations for general accounts for the Regional Health Authority as well as reconciliations for Imprest Accounts of the Region's hospitals and parish administrations.

Qualifications and Experience:

- AAT Level 1 or ACCA-CAT Level 1 or;
 - Certificate in Public Administration/Management Studies, UWI or;
 - Diploma in Business Administration from a Community College or;
 - Certificate in Accounting from a recognised University or
 - Certificate in Government Accounting ie. Level 1 Modules 1 - 5 or
 - Completion of first year in BSc. in Accounting/Management Studies or BBA at a recognised University or;
 - Completion of first year of ASc. in Accounting at MIND
- PLUS**
- Two (2) years' experience in general financial accounting

Required Knowledge, Skills & Competencies:

- Working knowledge of financial analysis and internal control procedures.
- Working knowledge of the maintenance of financial management control systems
- Ability to analyse and interpret financial and accounting reports.
- Good inter-personal skills.
- Ability to communicate effectively both orally and in written format with persons at all levels.
- Good time management skills.
- PC operating skills (spreadsheets, word processing or other data base applications).
- Confidentiality and integrity

Key Responsibilities will include:

- Reconciling the General Ledger Account for the Region and the imprest account/sub-ledger accounts for each institution within the Region.
- Reconciling the fees sub-ledger for each unit in the Region, and ensure procedural and other requirements are maintained.
- Assisting with the preparation of sub-ledger (Cash Book) statements to facilitate the production of financial statements on a timely basis.
- Obtaining balances for the RHA bank accounts, and track un-presented cheques position on a daily basis.
- Investigating and recording all discrepancies, and advising the relevant authority immediately of any irregularities.
- Ensuring that cheques received are drawn from the Authority's stock of cheques and report discrepancies immediately.
- Reconciling the Debt Servicing portfolio, including the repayment schedules and monthly currency adjustment statements.
- Reconciling the Cash Book on a monthly basis.
- Preparing bank reconciliations on a monthly basis and report on any departure from cash management procedures.

Applications along with resume should be sent no later than **Friday, October 23, 2020** to:

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

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED