

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 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 **MANCHESTER HEALTH DEPARTMENT**:

PARISH ACCOUNTANT (FMG/PA 1)

(Salary range \$1,395,541 - \$1,861,159 per annum and any applicable allowances)

Under the direction of the Parish Manager, the incumbent has responsibility for the management of the accounts for primary health care in the Manchester Health Services.

Qualifications and Experience:

- 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 or;
- 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.

Specific Knowledge, Skills and Competencies:

- Comprehensive knowledge of government accounting principles and practices and the FAA Act.
- Knowledge of the Public Service Regulations and the Staff Orders.
- Knowledge of the Government Public Procurement Policies
- 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.

Key responsibilities will include:

- 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.

Applications along with resume should be sent no later than **Friday, June 24, 2022** to:

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

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED