

## **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 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**:

**SENIOR FINAL ACCOUNTANT (FMG/PA 1 – Pay Band 7) - NOT VACANT**  
(salary range \$3,501,526 - \$4,709,163 per annum and the relevant applicable allowances)

Reporting to the Manager, Final Accounts & Reporting, the incumbent is responsible for the preparation and posting of Journal Vouchers and the maintenance of Subsidiary Ledgers.

### **Qualification and Experience**

The ideal candidate must possess:

- AAT Level 2 or;
  - ACCA-CAT Level B/Level 2 or;
  - Certificate in Accounting from an accredited University or;
  - Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or;
  - ASc. In Accounting, MIND or;
  - Government Accounting Level 2 - Modules 1 - 5
- Plus**
- Three (3) years' experience in a similar position with overall responsibility for the Account Payables function.

### **Required Knowledge, Skills & Competencies**

- Knowledge of the Financial Administration & Audit (FAA) Act Financial Instructions
- Knowledge of The Public Service Regulations, Staff Orders for the Public Service and the RHAs HR Policy Manual
- Knowledge of the GOF Public Procurement Act
- Knowledge of current trends in Final Accounts & Reporting
- Working knowledge of the Ministry of Finance & the Public Service (MOF&PS) Circulars
- Knowledge of Standard Operating Procedures
- Knowledge of the GoJ's Budget Management and Public Sector Accounting Principles processes.
- Knowledge of Project Management procedures.
- Good Research and data analysis techniques.
- MyHR+ and Great Plains Software
- Knowledge of the Data Protection Act
- Excellent numerical skills
- Proficiency in the use of relevant computer applications
- Ability to work on own initiative with minimal supervision

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good interpersonal skills
- Strong time management skills

**Key responsibilities will include:**

- Receiving documents for the preparation of journals and preparing same.
- Maintaining Journal Voucher Files.
- Inserting into Accounting Software, adjustment/journal vouchers, expenditure statements and checking the correctness of the posting.
- Maintaining up to date Subsidiary Ledgers containing the details of transactions in respect of advances paid/recovered, as well as deposits received/disbursed
- Reconciling the Subsidiary Ledger totals with the Great Plains Accounting Software.
- Assisting with the adjustment to the Trial Balance for the region.
- Assisting with the preparation of Financial Reports as may be required
- Assisting in the preparation of the Regional Authority's annual budget, ensuring justification for expenditure against established operating plans.
- Checking analysis of sub-ledger accounts prepared by the Accounting Unit.
- Assisting with the consolidation of Financial Reports (parish and region) - Income and Expenditure, Trial Balance and other financial statements.
- Investigating discrepancies/ anomalies discovered in the sub-ledger posting for the attention of the Senior Accountant.
- Checking invoices for payments where necessary.
- Assisting with the follow-up of required accounting reports from institution in the region -Asset register Updates, commitments and fees report,
- Assisting with data processing for the Authority as required.
- Assisting in the preparation of audit schedules in readiness for annual audits.
- Preparing payment statement(s) for submission to suppliers.

Applications accompanied by resumé's should be submitted no later than **Friday, June 12, 2026** to:

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

**E-Mail - [jobs@srha.gov.jm](mailto:jobs@srha.gov.jm)**

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

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

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