



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

Chief Accountant (Level 8) (Not Vacant)
Finance and Accounts Division
Pay Scale: \$5,198,035, - \$6,990,779

Reporting Relations:

Reports to: Director, Finance and Accounts

Supervises:

1. Accounts Payables Officer
2. Accounts Receivables Officer
3. Fixed Assets and Inventory Officer
4. Payroll Officer

Summary of Position:

Supervision of the operational units within the division ensuring that integrity & accuracy is maintained by developing and maintaining control systems and by the effective management of human and financial resources.

Major Duties and Responsibilities:

Operational

- Prepares the division's annual objectives in consultation with the Director, Finance & Accounts Division and subordinates
- Monitors departmental objectives
- Facilitates audits (annual or intermediate)

Supervisory

- Meets regularly with subordinates to monitor and evaluate outcome of departmental objectives and to make any strategic or operational changes that will result in their meeting objectives
- Conduct continuous evaluations of personnel directly under control and make recommendations for improvement.

- Checks, verifies and authorizes the recording of all transactions to ensure accuracy and completion.
- Monitors the General Ledger to ensure its timely and accurate updating to produce auditable financial records and to facilitate the preparation of management reports.

Technical

- Monitors the Bank accounts of the BSJ
- Prepares and analyzes reports on all cash movement to ensure sufficient funds are available to pay suppliers while investing where possible
- Reviews and recommends amendments to the Internal Control Procedure
- Liaises with banks and other financial institutions to identify investment instruments in order to maximize short-term investments
- Coordinates and monitors the BSJ foreign exchange requirements to ensure that funds are available for the timely settlement of overseas debts and for foreign travel
- Advises the Manager (Finance & Accounts Division) on investment opportunities
- Collates annual budget in consultation and collaboration with managers and team leaders
- Ensures that there are schedules for all balance sheet accounts

Minimum Educational Requirements:

- Professional Qualifications in Accounting and Finance (M.Sc. Accounting, ACCA, CPA or MBA – Finance)
- Diploma in Public Financial Management

Experience:

- Three (3) years' experience at a senior level including two (2) years' experience at a senior level in a government accounting environment

Knowledge, Skills and abilities:

- Comprehensive Knowledge of the PBMA and the FAA Act
- Comprehensive knowledge of accounting software and Computer literate
- Expert Analytical and problem-solving skills
- Strategic planning
- Excellent leadership and motivational skills
- Excellent interpersonal and communication skills
- Excellent customer service attitude
- Sound Knowledge of Government Procurement Policy and other regulations
- Good problem solving and conflict resolution techniques
- Sound knowledge of budgeting and forecasting techniques
- Ability to meet tight deadlines

Applications must be submitted no later than
10 April 2026 at 4:00 p.m. by email to:
Manager, Human Resource Management & Development
Bureau of Standards Jamaica
6 Winchester Road
Kingston 10
Email: HRMD@bsj.org.jm