



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry



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:

Fixed Asset/ Inventory Officer
Finance & Accounting Division
Pay Scale: \$3,501,526, - \$4,709,163

Reporting Relations:

Reports to: Chief Accountant

Supervises:

1. Stores Clerk
2. Fixed Assets/Inventory Clerk

Summary of Position:

Secure the inventory of long-term assets by monitoring their location, movement and subsequent disposal. Manage the storage, release and replenishment of frequently used short-term assets.

Major Duties and Responsibilities:

- Monitor the receipt and recording of new assets.
- Monitor and record the movement of assets on the compound
- Calculate depreciation charges monthly for use in the financial statements.
- Prepare Depreciation Projection report for annual Budget exercise.
- Organize and chair the “Board of Survey” meetings
- Plan and organize disposal of obsolete and damaged assets
- Reconcile the Capital Accounts and Depreciation Accounts in the General Ledger with the balances on the Fixed Assets Register
- Reconcile the Deposits on Fixed Assets Account in the General Ledger and ensure the timely capitalization of Assets that are commissioned.
- Prepare monthly financial statements for assigned Division and discuss areas of concern with relevant management personnel
- Prepare fixed assets schedules for the annual year-end audit

- Store items in a manner to maintain the integrity of the items, minimize risk to staff, and in conformity with ISO 14001: 2026 Environmental Management Systems, in collaboration with the Occupational Safety & Health Officer (OSH)
- Prepare and analyze monthly capital expenditure schedules against the approved budget
- Ensure adequate stock levels are maintained
- Coordinate annual stock taking exercise
- Prepare the Monthly Bank Reconciliation Statements for all accounts
- Administration of the Closed User Group (CUG) plan for the Bureau of Standards Jamaica (BSJ), National Certification Body of Jamaica (NCBJ), and the National Compliance and Regulatory Authority (NCRA) including the procurement, distribution of the instruments, and payment of CUG bill

Minimum Educational Requirements:

- Bachelor's degree in accounting or finance or ACCA Level II
- Computer literate

Experience:

- Three (3) years' experience in a supervisory position in relation to Fixed Assets

Knowledge, Skills and abilities:

- Excellent interpersonal and communication skills
- Working knowledge of PBMA and the FAA Act
- Knowledge of Government Procurement Policy and other regulations
- Good customer service attitude
- Knowledge of Microsoft Office and Accounting Software
- Good leadership and motivational skills
- Good analytical skills
- Ability to meet tight deadlines
- Keen eye for details

Applications must be submitted no later than

21 August 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