



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

ACCOUNTING OFFICER (LEVEL 7)

Salary Range: \$4,266,270 – 5,737,658 per annum

JOB SUMMARY

Under the general direction of the Manager, Finance and Accounts, the **Accounting Officer (Level 7)** is responsible for supporting accounting and financial management activities, including management accounts, payables and receivables, and the preparation of financial accounts, in accordance with Government of Jamaica (GOJ) policies and legislations.

KEY RESPONSIBILITIES

- Monitor and manage the finances of the NCRA
- Support the development of strategic and operational plans for the Authority
- Administer and review departmental financial plans and budgets
- Monitor and control budgetary allocations to ensure effective and efficient use of resources.
- Prepare and present monthly and annual cash flow statements and financial reports.
- Receive and monitor the processing of quotations and invoices
- Liaise with the stakeholders to facilitate the timely processing and payment of invoices.
- Monitor and maintain logs of invoice payments.
- Prepare and submit monthly expenditure forecasts.
- Prepare monthly reconciliations of accounts.
- Prepare and maintain the fixed asset register.
- Maintain proper and accurate accounting records.
- Ensure compliance with the Public Bodies Management and Accountability Act (PBMA), Financial Administration and Audit (FAA) Act and directives issued by the Ministry of Finance and the Public Service (MOF&PS).
- Communicate and resolve critical financial matters with the Manager, Finance and Accounts in a timely manner.
- Prepare and submit financial and statistical information as requested.
- Ensure audit schedules are prepared and made available to auditors in a timely manner.
- Prepare accurate draft financial statements for external audit purposes.
- Provide support to internal and external audit teams.
- Represent the NCRA at meetings, conferences, and other official fora as required.
- Perform any other related duties as assigned.

REQUIRED COMPETENCIES

- Knowledge of Government of Jamaica procurement procedures
- Sound judgment, initiative, and ability to work under pressure
- High level of confidentiality and professionalism
- Strong analytical, problem-solving, and attention-to-detail skills
- Excellent interpersonal, oral, and written communication skills
- Strong negotiation and report-writing skills
- Proficiency in Microsoft Office Suite and accounting software
- Knowledge of financial and accounting principles and practices
- Working knowledge of the FAA Act, PBMA Act, and Public Sector Procurement Policy
- Effective planning, organizing, and time management skills
- Ability to work effectively in teams and in high-pressure environments

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Accounting or Management Studies with Accounting and at least three (3) years' relevant experience OR
- ACCA Level 2 with at least five (5) years' relevant experience
- Experience in government or regulatory environment an asset
- Conversant with IFRS
- Practical knowledge of accounting software and systems (Excel, Pear Tree, ACCPAC)

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office working environment.
- Occasional extended work hours

Applications must be submitted no later than **February 20, 2026** by **email only** to:

**The Manager, Human Resources
National Compliance and Regulatory Authority (NCRA)
19 Hope Road
Kingston 10
humanresource@ncra.org.jm**

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.