



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

**DISBURSEMENT OFFICER- LEVEL 4
(VACANT)**

This position reports to the Supervisor, Disbursement.

Job Purpose

To ensure that the Agency's utility bills are collated, certain allowances processed, payment vouchers prepared and payments made to both external and internal customers based on established accounting practices and procedures.

Key Responsibilities:

Technical /Professional Responsibilities

- Ensures that staff adhere to the internal telephone payment schedule
- Conducts research into queries by utility companies
- Ensures that payments are made to utility companies
- Maintains the utility registers using specialised software
- Generate payment vouchers
- Assists in the maintenance of recurrent payment vouchers
- Prepares traveling and subsistence allowances for Agency's relevant officers
- Prepares payments for both internal and external customers
- Prepares reports in respect of assigned activities
- Maintain travel register
- Maintain invoice tracking system

Other Responsibilities

- Performs other related duties assigned from time to time by the Supervisor

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Good communication
- Good interpersonal skills
- Sound knowledge in relevant computer applications
- A working knowledge of financial and accounting principles and procedures including the FAA Act
- Excellent knowledge of financial and accounting principles and procedures including, GAAPs, IFRSs and the FAA Act.

Minimum Required Qualifications and Experience:

The following qualification is required:

- AAT (Level 2) or CAT (Level B); **OR**
- Diploma in Accounting from a recognized institution; **OR**
- MIND Government Accounting (all of Level 2)
- Minimum of one year's experience working in the area of Payables

Remuneration Package: - Salary Range: \$ 1,711,060.00 - \$ 2,301,185.00 p.a.

A letter of application accompanied by a Résumé should be submitted no later than

Friday, August 8, 2025 to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development

National Land Agency

8 Ardenne Road

Kingston 10

We appreciate all responses, but only shortlisted applicants will be contacted.