



Applications are invited for suitable qualified candidates to fill the following positions within the Corporate Services Division at the National Land Agency.

**FINAL ACCOUNTS OFFICER- LEVEL 4
(2 VACANT)**

This position reports to the Supervisor, Final Accounts.

Job Purpose

To prepare accounting records in the Accounts Receivables Sub-Ledger and General Ledger modules, and to maintain and store these records in accordance with established procedures; to facilitate timely collection of debt; to ensure that the accounting information is maintained in accordance with IPSAS, GAAP, FAA Act and established organizational guidelines.

Key Responsibilities:

Technical /Professional Responsibilities

- Prepares journals with accompanying supporting documents in relation to monthly revenue and expenditure for approval
- Updates General Ledger with revenue and expenditure monthly to ensure timely and accurate generation of financial information
- Maintains deposit Account
- Assists with the monthly reconciliation of general ledger accounts
- Ensure that all revenue transactions are recorded in the Sub-ledgers;
- Preparation of audit schedules to support monthly financial reporting and facilitate year end audits;
- Assist with the provision of Client delinquency reports;
- Assists in the provision of information/documentation to internal and external auditors;
- Assists in preparation of response to audit queries;

Other Responsibilities

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

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Good communication skills
- Good interpersonal skills
- Sound knowledge of accounting principles
- Sound knowledge in relevant computer applications particularly Sage Accpac

- Competence in the preparation of journals and maintenance of general ledger accounts
- A working knowledge of financial and accounting principles and procedures including the FAA Act
- Sound work ethics

Minimum Required Qualifications and Experience:

The following qualification is required:

- *Five (5) GCE O' Level or CXC subjects including English Language and a numeric subject*
- *AAT (Level 1) or CAT (Level A) OR Certificate in Accounting from an accredited institution*
- Two (2) years on the job work experience

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.