



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

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

This position reports to the Supervisor, Final Accounts.

Job Purpose

To provide accountability for revenue and expenditure credits and ensure that records of general ledger transactions are updated and maintained in accordance with established procedures; To ensure that accounting information is maintained in accordance with GAAP, the FAA Act, Executive Agencies Act and established organizational guidelines.

Key Responsibilities:

Technical /Professional Responsibilities

- Ensure that all revenue transactions are recorded in the Sub-ledgers;
- Assist with the reconciliation report for all General Ledger receivables account;
- Preparation of audit schedules to 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;
- Preparation of journals to update revenue amounts

Other Responsibilities

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

Required Skills/ Competencies

The post-holder must be able to demonstrate:

- Good communication skills
- Written communication
- Good interpersonal skills
- Result oriented
- Sound knowledge of accounting principles
- Sound knowledge in relevant computer applications particularly Sage Accpac
- Competency in report writing
- 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**;
- Certificate in Accounting from a recognized institution, **OR**;
- Associate of Science Degree in Accounting, MIND **OR**;
- Government Accounting (*Level 2*) **OR**;
- Completion of 2nd year Bachelor's Degree in Accounting or Management Studies from a recognized University.
- Two (2) years' experience in working in an accounting environment

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.