



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

**SENIOR DISBURSEMENT OFFICER- LEVEL 5
(VACANT)**

This position reports to the Supervisor, Disbursement.

Job Purpose

To ensure that payments are made in accordance with relevant statutes and established procedural guidelines.

Key Responsibilities:

Technical /Professional Responsibilities

- Reviews invoices entered into Sage 300 (Payables Module) for accuracy and completeness
- Reviews payment vouchers initiating payment to supplier and other stakeholders for accuracy and completeness
- Reviews travel & subsistence claims
- Liaises with the Operations Branch regarding queries/verification of payment to creditors
- Assists with research and provides response to queries raised by both internal and external customers
- Maintains Advances Register and ensure that invoice receipts are presented in a timely manner.
- Updates the Utility and Closed User Group (CUG) Registers monthly and ensures they are kept current

Other Responsibilities

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

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Sound knowledge of financial and accounting principles and procedures
- Sound knowledge of the FAA Act
- Working Knowledge of the Financial Instructions to Executive Agencies (FIEA)
- Good communication skills

- Good interpersonal skills
- Competence in the use of relevant computer software including AccPac and Microsoft suite of programs
- Good analytical and problem solving skills

Minimum Required Qualifications and Experience:

- AAT (Level 2) or CAT (Level B) or an Associate of Science Degree in business administration, finance, accounting or related field with 3 years of relevant experience in an accounting environment
- OR**
- Diploma in Government Accounting from MIND with 5 years of relevant experience in an accounting environment

Remuneration Package: - Salary Range: \$ 2,803,771.00 - \$ 3,770,760.00 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.