



The Broadcasting Commission seeks to hire a suitably qualified person to fill the position of:

ACCOUNTING TECHNICIAN

JOB PURPOSE:

To prepare and maintain basic accounting records for the Commission.

KEY RESPONSIBILITIES:

- ❑ Maintain and manage all aspects of licence fees receivable record
- ❑ Prepare purchase orders for submission to suppliers
- ❑ Prepare payment vouchers and cheques for payment of goods and services
- ❑ Update accounting system with all receipts and payments
- ❑ Update and reconcile Petty Cash Book
- ❑ Assist in the verification of applications for licences
- ❑ Prepare schedules or analysis of expenses/payments as required
- ❑ Performing any other duties as may be assigned.

KEY SKILLS AND COMPETENCIES:

- ❑ Proficiency in the use of the Microsoft office suite and accounting software.
- ❑ Working knowledge of Financial Administration
- ❑ The ability to compute.
- ❑ Ability to write reports
- ❑ Ability to communicate well with individuals at all levels
- ❑ Ability to display a high level of confidentiality
- ❑ Excellent Customer service and Human relations skills

QUALIFICATION AND EXPERIENCE:

- ❑ Certification in Accounting from a recognized institution (BSc., CAT, AAT).
- ❑ A minimum of one (1) year work experience in a similar position

- Familiarity with government accounting procedures would be an asset
- Experience in the use of QuickBooks would be an asset

Resume and application letter should be **sent by e-mail no later than Friday, September 22, 2023**, to hr@broadcom.org addressed to:

**Director, HR Mgmt. & Administration
Broadcasting Commission
9 Central Avenue
Kingston 10**

BROADCASTING COMMISSION

JOB DESCRIPTION

POSITION:	Accounting Technician
DEPARTMENT/UNIT:	Finance & Accounts
POSITION SUPERVISED:	N/A
REPORTS TO:	Director, Finance and Accounts
LIAISES WITH:	Internally: All Staff
	Externally: STV Licensees
	National Commercial Bank
	Tax Administration Jamaica (TAJ)

A. General Function:

The holder of the post is responsible for the preparation and maintenance of accounting records under the direction of the Senior Accountant and Director, Finance & Accounts.

B. Principal Duties and Responsibilities:

Accounts Receivable

- Maintain record of licence fees receivable
- Prepare and dispatch statement of accounts to licensees
- Liaise with licensees to ensure outstanding fees are paid to the Commission
- Prepare and dispatch quarterly fee reminder letters
- Prepare receipts as required
- Maintain record of quarterly returns information
- Reconcile accounts receivable
- Prepare adjusting journals and schedules as required
- Prepare quarterly financial compliance reports
- Update accounting system with all receipts and revenue

Accounts Payable

- Prepare purchase orders for dispatch to suppliers
- Prepare payment vouchers and cheques/direct bank transfers for payment of goods and services
- Prepare withholding tax certificates (GCT, specified service etc.)
- Update accounting system with all payments

Principal Duties and Responsibilities (contd.):

Fixed Asset Register

- Maintain the fixed asset register
- Monitor the movement of fixed assets and ensure necessary adjustments are done on the authorisation of the Director, Finance & Accounts.
- Prepare monthly journals for depreciation

General

- Perform verification of applications for licences to ensure completeness of financial information
- Assist with the Preparation of audit and other schedules as required
- Assist with preparing bank transactions documents
- Assist in the preparation of bank reconciliation statements
- Assist with payroll preparation when necessary
- Performing any other duties as may be assigned.

C) Performance Criteria:

The job is executed in a satisfactory manner when:

- Licence fees are collected and receivables are updated promptly
- Reports are submitted in a timely manner.
- Purchase orders are prepared accurately and timely
- Accounting system is updated in a timely manner
- Fixed asset register is updated in an efficient and timely manner.
- All activities assigned are carried out in an efficient manner.

JOB SPECIFICATION

D) Skills and abilities:

- Computer literate with a good grasp of accounting spreadsheet and word processing applications
- Working knowledge of accounting standards
- The ability to compute.
- Ability to communicate effectively, both verbally and in writing
- Good organizational, time management and interpersonal skills
- Highly confidential
- Extensive knowledge of administrative and support systems and practices.

E). Qualification and Experience

- A Bachelor's degree in Accounting or equivalent qualification such as:
 - Association of Accounting Technician (AAT) or Certified Accounting Technician (CAT)
- A minimum of two (2) years working experience in a similar position
- Familiarity with government accounting procedures

- ❑ Knowledge in the use of
 - computerized accounting software,
 - word processing, spreadsheets and payroll packages

F). Working Conditions and Physical Demands

- ❑ This position is primarily sedentary.
- ❑ Normal working hours of:
 - Monday to Thursday 8:30 am to 5:00 PM
 - Friday 8:30 am to 4:00 PM
- ❑ Incumbent may, occasionally work beyond normal working hours to meet deadlines
- ❑ Incumbent to provide assistance in other functional areas of the department to ensure equitable distribution of work, during peak periods and as workflow permits.
- ❑ Occasional lifting of boxes, etc.

G). Tools, Equipment and Materials

Computer, facsimile machine, photocopier, calculator, telephone, pens, stationery