



# Ministry of Industry Investment & Commerce

## ADVERTISEMENT

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Department of Co-operatives and Friendly Societies

- **Compliance Officer (FMG/AS 2) (Pay Band 8) Vacant (Hope Complex)**

Salary Range: \$4,266,270-\$5,737,715 per annum and the allowances attached to the post

## JOB PURPOSE

Under the direct supervision of the Senior Compliance Officer (FMG/AS 3), the Compliance (FMG/AS 2), examines internal control procedures, cashbooks, and receipt and payment logs against deposit and withdrawal slips in the People's Co-operative Banks island wide in accordance with the Agricultural Credit Board/FAA Acts.

## KEY RESPONSIBILITIES

### Technical/Professional Responsibilities

- Plans, organizes, direct and controls the schedules/inspections in the People's Co-operative Banks
- Schedules the relevant Assistant Inspectors to audit assignments
- Prepares monthly reports based on audits and inspections carried out
- Checks all cash transactions to ensure that there is a balance in the cash books
- Inspects receipt and payment log to ensure accuracy
- Analyses and examines periodic information collected from P.C. Banks
- Makes recommendations regarding corrective measures and improvements to the system as it related to P.C. Banks
- Writes intervention reports based on audits carried out

### Other responsibilities

- Performs any other related duties that may be assigned by the Director (GMG/SEG 3), Agricultural Credit Board

## REQUIRED COMPETENCES

#	Core Competencies	Required level
1.	Good written communication skills	3
2.	Good oral communication skills	3
3.	Good planning and organizing skills	2
4.	Strong customer and quality focus skills	2
5.	Goal/results oriented	2
6.	Good interpersonal skills	3
7.	Problem solving and decision skills	2
8.	Teamwork and cooperation	2
9.	Initiative	2
10.	Integrity	3
11.	Analytical Thinking	2
12.	Use of Technology	1

#	Functional/Technical Competencies	Required Level
1.	Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures	2
2.	Sound knowledge of cooperatives and Friendly Societies Principles	2
3.	Proficient in relevant computer applications	2
4.	Good Research skills	2
5.	Knowledge of the operations and processes of the PC banks	2
6.	Excellent auditing skills	2

## MINIMUM REQUIREMENTS

- AAT Level 3  
**OR**
- ACCA-CAT Level 3  
**OR**
- ACCA Level 1  
**OR**
- Diploma in Accounting from a recognized institution  
**OR**
- A.Sc in Accounting from MIND along with the Diploma in Government Accounting  
**OR**
- Bachelor's degree in Accounting or Management Studies with Accounting from a recognized institution

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Travelling island-wide

## AUTHORITY

- Nil

Applications accompanied by resume should be submitted no later than February 7, 2025 to:

**Director, Human Resource Management and Development**

**Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

**Please note that we thank all for responding, but only short-listed applicants will be contacted.**