



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following positions:

Financial Accountant (BAND 9) – Kingston

Salary: \$5,198,035 per annum

Job Purpose

Under the general direction of the Director, Finance and Administration, the incumbent is responsible for the management of the procedures in respect of payroll, accounts payable, final accounts and disbursements for the Kingston and Regional Offices.

Minimum required education and experience

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution;
OR
- ACCA Level 2
- Plus, three (3) years accounting experience with two (2) years at a senior level,
OR
- ASc. Degree in Accounting, plus
- Diploma in Government Accounting (MIND)
- Plus, five (5) years accounting experience with three (3) years at a senior level

Accounting Officer (BAND 4) – Kingston

Salary: \$ 1,711,060 per annum

Job Purpose

The incumbent is responsible for processing and preparing payment vouchers and provide support for the Authority's payment system and procedures.

Minimum Required Education and Experience

- AAT Level 2; OR
- ACCA-CAT Level B/Level 2; OR
- ACCA Level 1; OR
- NVQJ Level 3 Accounting; OR
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; OR
- ASc. Degree in Accounting (MIND); OR
- Diploma in Government Accounting (MIND) Levels 1, 2, & 3; OR
- Diploma in Accounting from an accredited tertiary institution.
- One (1) year related work experience

Payroll Officer (BAND 4) – Kingston

Salary: \$1,711,060 per annum

Job Purpose

The incumbent is responsible for assisting in the timely and accurate preparation of the Authority's payroll.

Minimum Required Education and Experience

- Accounting Diploma/Certificate or AAT Level I accreditation.
- Certificate in Government Accounting.
- One (1) year working experience.
OR
- Certificate in Government Accounting from an accredited institution
- Two (2) years related experience

Manager, Human Resources Management & Development (BAND 9) - Kingston

Salary: \$5,198,035 per annum

Job Purpose

The incumbent is responsible for providing Human Resource Management, training and organisational development functions that support the achievement of the Authority's strategic objectives.

Minimum Required Education and Experience

- Bachelor's degree in Human Resource Management, Management Studies, Public Policy or any closely related field from a recognised tertiary institution
- Training in Performance Management, Industrial Relations and Organizational Change Management
- At least five (5) years' experience in a senior position of a similar nature.

Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN, Monday October 14, 2024 to:

**The Manager, Human Resource Management
& Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6
or Email: hrd@fla.gov.jm**

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY
BACKGROUND CHECK. PLEASE NOTE THAT ONLY SHORT-LISTED
CANDIDATES
WILL BE CONTACTED.**

**Kindly visit the Firearm Licensing Authority's website at
www.fla.gov.jm**