



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

CASHIER (BAND 4) – MANDEVILLE

Salary: \$1,711,060.00 per annum

Job Purpose

Responsible for the collection and lodgment of all monies, the dispatch of cheques and the maintenance of petty cash imprest.

Key Outputs

- Cash book maintained
- Cheques dispatched
- Funds collected and receipts issued and reconciled
- Funds lodged
- Individual Work Plan developed
- Float imprest maintained
- Reports prepared and submitted

Key Responsibility Areas:

Technical/Professional Responsibilities

To collect funds, issue receipts and make lodgments to the relevant bank accounts

- Prepare and issue receipts for cash, card and cheques collected ensuring that the amounts received are correct and receipt is properly drawn.
- Prepare lodgement slips and relevant documentation for deposit monies to the Bank account.
- Post and balance Receipts Cash Book daily
- Float Imprest maintained

Performance Standards

- Cash book maintained according to established procedures
- Funds collected and receipts issued based on established guidelines
- Number of instances of short or over lodgment

- Number of cancelled receipts
- Number of customer complaints

Core Competencies:

- Excellent interpersonal and customer service skills
- Good team skills
- Integrity and Honesty
- Attention to detail

Technical Competencies:

- Knowledge of cashiering
- Point of Sale (POS) System Operation
- Cash Handling
- Basic Math Skills
- Transaction Processing
- Compliance and Security Awareness

Minimum Required Education and Experience

- AAT Level 1 or CAT Level 1; or
- MIND Government Accounting Level 1; or
- Certificate in Accounting from an accredited institution

Applications accompanied by resumes should be submitted
NO LATER THAN April 25, 2025 to

The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6
or

hrd@fla.gov.jm

Please put **CASHIER** in the subject line.

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.