



NATIONAL IRRIGATION COMMISSION LIMITED

JOB VACANCY ACCOUNTING OFFICER

Job Summary

Under the direct supervision of the Chief Accountant the Accounting Officer is responsible for maintaining accurate financial records, processing transactions, and supporting the day-to-day accounting operations of the company:

Key Responsibilities Includes:

- Maintains control of the Commission's fixed assets by registering and updating values, preparing monthly schedules and statements of additions and disposals of fixed assets for insurance purposes;
- Monitors and maintains the operations of the District stores to include records, physical stock and other inventory items;
- Reviews internal audit queries, investigates the issues raised and prepares responses for submission to internal auditors through Chief Accountant.
- Prepares monthly payroll reconciliations entries adjustments as required.
- Prepares quarterly audit schedules and journal entries adjustments as required.
- Posts daily receipts batches from Accounting software;
- Validates lodgments and payables processing;
- Checks Monthly Procurement Reports for submission to the Ministry of Finance and Public Service; and to Integrity Commission;
- Maintains knowledge of the financial regulations and the Commission's policies, accounting systems and procedures;
- Performs any other related duties which may be assigned.

Minimum Required Qualification and Experience:

- Bachelor's degree in Accounting or completion of ACCA Level 2 Certification;
- Minimum of (3) years' working experience in Accounting;
- Knowledge of FAA Act, IFRS etc.
- Specialized training and proficiency in the use of accounting Software — (Eg MS Dynamic Great plains), Microsoft Excel and Power Points;
- Sound knowledge of accounting principles and practices; particularly government accounting;
- Evidence of professional discipline, purpose, focus and integrity are key determinants for this role;
- Strong analytical and problem-solving skills;
- Keen attention to detail and ability to identify patterns and discrepancies;

- Evidence of high degree of reliability and dependability
- Reliable motor vehicle to facilitate travels to District offices.

How to Apply:

We are inviting your application if you meet the requirements outlined. Please address and submit cover letter and detailed résumé by **September 11, 2026** to:

The Manager, Human Resources & Industrial Relations
National Irrigation Commission Ltd.
P.O. Box 631
Kingston 6
Or email: hr@nicjamaica.com

Please note that only shortlisted candidates will be contacted.