



**WESTERN REGIONAL HEALTH AUTHORITY  
LOT 31B, FAIRVIEW SHOPPING CENTRE  
MONTEGO BAY  
ST JAMES**

## **VACANCY**

Applications are invited from qualified persons for the position of:

### **SENIOR FINAL ACCOUNTANT (FMG/PA 2) VACANT**

REGIONAL OFFICE

**Salary Scale: \$4,266,270.00 - \$5,737,658.00 per annum**

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Senior Final Accountant** for the **Regional Office**. Under the direct supervision of the Manager, Final Accounts & Reporting, the Senior Final Accountant is responsible for the timely and accurate preparation of all internal and external financial reports/statements and audit schedules. The Senior Final Accountant is also responsible for providing guidance to the Final Accounts Officers. The incumbent will also be required to:

#### **CORE FUNCTIONS:**

- ❖ Supervise the monthly preparation of internal and external financial statements including balance sheets, of income and expenditure, cash flow, trial balance, receipts and payments, expenditures by activities and expenditures by objects
- ❖ Investigate and resolve all errors found in all financial statements and submits them to the Manager, Final Accounts and Reporting for checking
- ❖ Print all relevant financial statements for all heads of the Department and the Manager, Final Accounts and Reporting, in respect of the closed period
- ❖ Check and certify monthly financial statements and submits to the Manager, Final Accounts and Reporting
- ❖ Collate financial statements for submission to the Ministry of Finance and Public Service and the Auditor General's Department
- ❖ Maintain the register of audit queries and prepare the monthly report of outstanding queries
- ❖ Report losses/irregularities and overpayments to the Manager, Final Accounts and Reporting and the Director of Finance and Accounts
- ❖ Assist with ensuring that records are securely stored to facilitate the smooth conduct of the annual internal and external audit reviews
- ❖ Ensure that audit schedules are prepared in a timely manner and that annual external audits are completed within the stipulated guidelines
- ❖ Prepare responses to annual audit queries and follows up with managers and accountants to ensure corrective measures are implemented

- ❖ Provide technical guidance to the Parish Accountants/ Manager, Finance and Accounts
- ❖ Assist with the delegation of assignments and provides appropriate technical guidance
- ❖ Assist with the monitoring and evaluation of the performance of staff
- ❖ Encourage and maintain a harmonious work environment
- ❖ Assist with in the recruitment and training of staff for the Division
- ❖ Perform any other related duties that may be assigned from time to time

### **REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- ❖ Excellent interpersonal, communication and problem solving skills
- ❖ Excellent leadership skills
- ❖ Competent in the use of spreadsheets and computerized Accounting Systems
- ❖ Knowledge in the use of relevant computer applications such Microsoft word, PowerPoint and Excel
- ❖ Knowledge of Jamaica's public administration payroll statutory and regulatory environment, Pensions Regulator, Pensions Scheme and Legal requirements
- ❖ Knowledge of government accounting regulations, systems, policies and procedures, including the Financial Administration and Audit Act and its Regulations
- ❖ Excellent knowledge of the laws, regulations (FAA Act), principles and practices relating to Public Sector Budget preparation and administration
- ❖ Competence in analyzing and interpreting financial statements and reports
- ❖ Ability to use various financial analysis methods and techniques including computer applications
- ❖ May be required to work beyond normal working hours, including weekends and public holidays

### **REQUIRED QUALIFICATION & EXPERIENCE:**

- ❖ Bachelor Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University
- or
- ❖ ACCA Level 2
- or
- ❖ NVQJ Level 5, Accounting
- or
- ❖ Associate of Science Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND
- ❖ Plus two years post qualification experience in a middle management position

Application letter along with detailed resume should be submitted **no later than**

**April 9, 2026** to:

**The Director  
Human Resource Management and Development  
Western Regional Health Authority  
Lot 31b, Fairview Shopping Centre  
P O Box 900  
St. James  
Or e-mail [wrojobs@wrha.gov.jm](mailto:wrojobs@wrha.gov.jm)**

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED***