



The Broadcasting Commission invites applications from suitably qualified individuals to fill the position of:

MANAGER, FINANCE & ACCOUNTS (TEMPORARY)

Salary Range: \$5,198,035.00 - \$6,990,779.00 p.a.

JOB PURPOSE:

Under the direction of the Director, Finance & Accounts, the Temporary Manager will coordinate the day-to-day operations of the Finance & Accounts Branch to ensure accurate financial processing, strong internal controls, and compliance with Government of Jamaica financial management requirements.

KEY RESPONSIBILITIES:

The successful candidate will:

- Manage the day-to-day financial operations of the Finance & Accounts Branch.
- Oversee payroll administration, statutory deductions, and disbursements.
- Monitor revenue collection and receivables management.
- Coordinate the preparation of monthly financial statements and management accounts.
- Ensure accurate reconciliation of financial records maintained in MyHR+ and QuickBooks.
- Facilitate internal and external audits.
- Prepare financial reports for management, Board Sub-Committees, and the Ministry of Finance and the Public Service.
- Supervise the work of the Senior Accountant and Accounting Technician.
- Maintain internal financial control systems and monitor financial risks.

KEY SKILLS AND COMPETENCIES:

- Proficiency in Microsoft Excel and accounting software (QuickBooks/MyHR+).
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Demonstrated competence in budget preparation, financial reporting, and audit facilitation.
- Familiarity with Government of Jamaica public sector financial regulations, including the FAA Act and PBMA Act.
- Experience with payroll, procurement, and internal control systems.
- High level of integrity and professionalism.

QUALIFICATION AND EXPERIENCE:

Applicants must possess one of the following:

- Bachelor's Degree in Accounting, Business Administration, Management Studies, Economics, or a related discipline, plus seven (7) years relevant experience;

OR

- ACCA, CPA, or equivalent professional accounting qualification, plus five (5) years post-qualification experience;

OR

- Master's Degree in Accounting, Business Administration, Management Studies, or a related discipline, plus five (5) years post-qualification experience.

Applications must be submitted via the link below **no later than Friday, April 17, 2026:**

<https://forms.gle/vHTu1FrspsfwtSTR9>

Applicants are required to address their application letter to:

Director, Human Resource Management & Administration
Broadcasting Commission
9 Central Avenue
Kingston 10

WE WISH TO THANK ALL APPLICANTS FOR THEIR INTEREST HOWEVER, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.