



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

Senior Finance Officer (Level 5)

QUALIFICATION AND EXPERIENCE: -

- AAT Level 3 or an equivalent qualification/training
- Five (5) years related work experience

SKILL REQUIREMENTS: -

- Sound knowledge of accounting principles and practices
- Ability to work under pressure and meet tight deadlines
- Working knowledge of computer applications
- High level of attention to detail
- Good analytical and problem-solving skills
- Good interpersonal skills
- Creativity, innovation and problem-solving ability

REPORTING RELATIONSHIP

Reports to: Assistant Manager – Financial Accounts

PRINCIPAL FUNCTIONS: -

- Coordinate the processing of salary funding cheques.
- Check the correctness of and certify payment vouchers in accordance with Financial Regulations, Policies and Procedures.
- Forward certified payment vouchers to the Manager – Financial Accounts for authorization, and retrieve and follow up to ensure the timely disbursement of cheques.
- Coordinate with the Administration Department regarding the payment of utility bills, including electricity, telephone and water.
- Process payments for suppliers' invoices, purchase orders, contractors' bills, utility bills, staff loans and staff advances, ensuring that all goods and services have been satisfactorily received or rendered.
- Supervise the regularity, legality and propriety of payments by verifying the integrity of supporting documents.
- Maintain accurate payment records.

Salary : \$3,501,526.00 per annum

**Applications should be submitted no later than
Thursday, August 20, 2026 and addressed to:
Human Resource Manager,
National Works Agency
140 Maxfield Avenue, Kingston 10,
or Application can be sent via email to:
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.
Only individuals shortlisted will be contacted.**