



Chief Accountant

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Chief Accountant**.

Responsibilities

Under the direction of the Director of Finance and Accounts, the **Chief Accountant** is responsible for managing the Accounts Department, including payroll administration, the preparation of financial statements and related reports in accordance with proper accounting standards. Principal duties include:

- Assisting with the preparation of the Finance & Accounts Division Strategic Plan, Operational Plan and Budget.
- Supervising preparation of statutory and voluntary remittances to ensure timely payment.
- Assisting with the monitoring of current account balances and making recommendations for transfer of funds to and from deposits.
- Preparing monthly financial statements and related reports.
- Reviewing and approving invoices for payment, ensuring that all supporting documents are attached and that goods or services have been received satisfactorily.

Requirements

- Chartered Certified Accountant (ACCA) qualification or equivalent.
- Training in supervisory management.
- A high level of proficiency in the use of Microsoft Word, Excel and ACCPAC.
- At least five (5) years' experience in accounts and financial management, two of which should be at a senior level.

Applications must be submitted no later than May 17, 2024:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....