



CAREER OPPORTUNITIES

AT THE HEART/NSTA TRUST

The **HEART/NSTA TRUST**, a statutory organisation mandated to co-ordinate and facilitate the training and assessment of the Jamaican workforce to international standards, invites applications for the following position:

COST ACCOUNTANT FINANCE & REVENUE SERVICES DIVISION 6B OXFORD ROAD, KINGSTON 5

The Job:

The Cost Accountant is responsible for computing and analysing the actual cost of training a Learner in a selected skilled or programme area. The Cost Accountant will review expenditures, record data, recommend new cost-efficient and financially feasible cost options, and oversee training costs. The Incumbent will be responsible for calculating and analysing the unit cost of training per learner and recommend cost-efficient measures for training overall.

QUALIFICATIONS & EXPERIENCE:

- Level 5 NVQ-J Certification or Bachelor's Degree in areas, such as Finance, Accounts or relevant field strongly preferred.
- Minimum of three (3) years of Cost Accounting experience.

KEY DUTIES:

- Plan, study, and collect data to determine costs of training programmes and other business activity such as raw material purchases, inventory and labour
- Review and conduct evaluation of the performance of training programmes, selected skilled areas and other training interventions and services
- Identify fixed and variable cost components of the training process to guide preparation of the annual budget and to ascertain which programmes are operating efficiently
- Analyse actual training costs and preparing periodic reports comparing standard costs to actual training costs
- Analyse data collected and record results
- Analyse changes in programme designs, skilled and programme areas, qualification plans, raw materials, production costs, training methods or services provided, to determine effects on cost
- Record cost information for use in controlling expenditures
- Analyse audits of costs and prepare reports
- Make estimates of new and proposed training programmes
- Provide management with reports specifying and comparing factors affecting costs and feasibility of training programmes, products or services
- Monitor physical inventories and inventory cycle count per training programme and skilled areas

NB: This is a travelling position and as such, all applicants **MUST** possess a reliable Motor Vehicle and a valid Drivers' Licence.

Applications, accompanied by up-to-date resumes, must be submitted no later than, **Friday, August 21, 2020** and should be captioned "Cost Accountant" addressed and emailed to:

THE DIRECTOR – HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
jobs@heart-nta.org

For detailed information please visit www.heart-nta.org

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

The HEART/NSTA Trust is an Agency of the Office of the Prime Minister.