



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

### **Loan Accounting Officer (Level 6)**

The Loan Accounting Officer is accountable to the Loan Accounting Supervisor for the accurate and timely updates to individual accounts for clients assigned in order that SLB achieves its Mission, Vision and Major Targets in a sustainable manner.

#### **Planning**

1. Contribute to the development of the Finance and Accounting Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
2. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
3. Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

#### **Execution**

1. Maintain accurate and up-to-date records of all loan transactions for assigned clients, ensuring data integrity and completeness.
2. Process loan payment records, ensuring that they are posted to the correct accounts and reconciled with bank statements.
3. Verify and reconcile loan balances with clients' records and the general ledger, ensuring accuracy and completeness of all transactions.
4. Review loan documents and contracts to ensure accuracy and completeness, ensuring compliance with all relevant policies and regulations.
5. Prepare and submit loan reports and statements to management as required, ensuring accuracy and completeness of all data.
6. Work collaboratively with other departments and teams to resolve any loan accounting issues or discrepancies, ensuring timely resolution and effective communication.
7. Prepare and submit reports related to loan accounting activities to Loan Accounting Supervisor as required, ensuring reports are accurate, timely and in the required format.
8. Maintain accurate and complete loan documentation in accordance with established procedures, ensuring all documentation is complete, accurate and up-to-date at all times.

#### **Monitoring and Reporting**

1. Contribute to the preparation of the Finance and Accounting monthly performance report in the scorecard format, then, if required, attend the monthly divisional

strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

### **Qualifications and Experience**

- ✓ First Degree in Accounting, Finance or equivalent.
- ✓ Three (3) years' experience in a similar environment.

### **Specific Knowledge**

- ✓ Knowledge of SLB and GOJ's accounting principles, practices and procedures.
- ✓ Knowledge of local financial and economic environment.

### **Remuneration Package**

- Basic Salary           \$3,501,526.00 - \$4,709,163.00

Applications along with résumés should be forwarded **no later than Thursday, May 14, 2026** to:

**Manager, Human Resource Management and Development**  
**Students' Loan Bureau**  
86 Hope Road  
Kingston 6

E-mail: [careers@slbj.com](mailto:careers@slbj.com)

*We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.*