



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 34
OSC Ref. C.6272¹⁴

10th February, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Director (FMG/PA 2) in the Finance and Accounts Division (Final Accounts and Reporting), Office of the Prime Minister (OPM)**, salary range \$1,927,065 – \$2,290,674 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Principal Financial Officer, the Director is responsible for the preparation of the accounts of the Ministry and all its Departments on an Accrual Accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary. He/she is also responsible for the supervision of the Final Accounts and Reporting Unit, ensuring that the Unit's objectives are achieved.

Key Responsibilities

- Ensures that the consolidated accounts of the Ministry and Departments are accurately prepared and related records properly maintained;
- Ensures the timely submission of completed monthly and annual Financial Statements to the Auditor General and the Ministry of Finance and the Public Service;
- Ensures prompt reconciliation of the Ministry's bank accounts for the Deposits, Projects and salaries;
- Exercises responsibility for the proper maintenance and security of Accounting records in accordance with the Financial Administration and Audit (FAA) Act and departmental directives;
- Monitors Financial Statements on a regular basis to ensure accuracy, completeness and adherence to the Ministry of Finance and the Public Service (MOFPS) instructions and guidelines as well as accounting practices;
- Co-ordinates the posting of all financial data, consisting of analysis of expenditure statements submitted by the Ministries' Agencies, Journal Vouchers, Appropriations in Aid, etc. and ensuring the accurate posting of these transactions on the Government Financial Management System (GFMS);
- Prepares Financial reports as requested by the Ministry of Finance and the Public Service, other Ministries, Departments and Programme Managers;
- Prepares the Explanations for Variations to the Voted Provision Statements for attachment to the Appropriations Accounts in collaboration with the relevant Programme Managers.

Required Knowledge, Skills and Competencies

- Excellent presentation and oral and written communication skills
- Excellent time management and organizing skills
- Excellent planning and monitoring skills
- Sound analytical and judgment skills
- Good problem solving skills
- Excellent leadership and supervisory skills
- Excellent interpersonal and team building skills
- Well-developed human resource skills
- Keen eye for detail
- Proficient in the use of Microsoft Office Suite (Word, Excel, Power Point)
- Ability to work under pressure and meet tight deadlines
- Sound knowledge of Government Accounting
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Ability to use various financial analysis methods and techniques

- Demonstrate sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Friday, 21st February, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**