



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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12th May, 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 be assigned to the post of **Director, Accounts Payables and Payroll (FMG/PA 4) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 5), the Director Accounts Payables and Payroll (FMG/PA 4), is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements ensuring that:

- ✓ Proper systems of internal control exist and are being adhered to;
- ✓ The Financial Administration and Audit (FAA) Act, its Regulations and Instructions are complied with;
- ✓ The services of both the Ministry's internal and external clients are performed efficiently, effectively and economically.

The incumbent is also responsible for the overall supervision of the Accounts Payable and Payroll Units of the Finance and Accounts Division of the Ministry and is the Chief Advisor to the Principal Finance Officer on all financial matters relating to accounts payable, payroll and other funds and assets under the control of the Ministry.

Key Responsibilities

Management/Administrative:

- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the financial year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is an adequate system for checking, certifying and authorizing payments, in accordance with the FAA Act, its Regulations and Instructions;
- Represents the Ministry at meetings, conferences and other fora;
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the regulations.

Technical/Professional:

- Ensures that there is an adequate system for the accurate computation and payment of salaries;
- Ensures, where appropriate, that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensures that an effective system is in place to prevent incidents of overdraft on any official bank account;
- Ensures that an effective, fair and proper system is in place for the prioritisation and settlement of accounts payable;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Corporate and Operational Plans and Budgets and monitoring the Unit's achievement against them;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients;
- Ensures that the Unit provides a consistently high level of service to its clients.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other duties that may be assigned by the Permanent Secretary or the Principal Finance Officer from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent presentation and oral and written communication skills
- Excellent judgment and problem-solving skills
- Excellent planning and organizing skills
- Excellent interpersonal, customer relations and influencing skills
- Good team-building skills
- Excellent leadership attributes
- Customer and Quality Focus skills

Technical:

- Excellent knowledge of the organization's policies and procedures
- Excellent knowledge of Government Accounting and Financial procedures
- Knowledge of the FAA Act and Regulations
- Proficiency in Report Writing
- Knowledge of the Government of Jamaica's Procurement Guidelines
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University (Post-graduate training in Accounting is an asset) **or**;
- ACCA Level 2 or 3, **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 Tuesday, 26th May, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

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**