



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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24th June, 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 following posts in the **Ministry of Transport and Mining**:

1. **Director, Financial Accounts (FMG/PA 4) – (July 20, 2020 to September 21, 2020)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Director, Management Accounts (FMG/PA 4) – (July 27, 2020 to August 31, 2020)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

1. Director, Financial Accounts (FMG/PA 4)

Job Purpose

The incumbent will manage the daily activities of the Payroll and Accounts Payable and Disbursements Units and their related procedures, 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 to both the Ministry's internal and external clients are performed efficiently, effectively and economically.

The incumbent is also responsible for the overall supervision of staff assigned to the Accounts Payable, Final Accounts and Payroll Units of the Finance and Accounts Division of the Ministry. He/she will be the chief advisor to the Principal Finance Officer (PFO) on all financial matters relating to expenditure of public and special funds, as well as assets under the control of the Ministry.

Key Responsibilities

Ensures that proper systems and procedures are in place for accurately capturing all Accounts Payable in the correct period to which they relate by:

- Reviewing 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;
- Conducting 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 proper systems and procedures are in place for the accurate and timely settlement of claims in respect of Accounts Payable, wages (payroll) and all other payments and that such payments are made in accordance with the FAA Act, Regulations and Instructions:

- Ensures that there is an adequate system for checking, certifying and authorizing payments in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that there is an adequate system in place to promote the accurate calculation and payment of salaries;
- Ensures 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 incidence of overdraft on any official bank account;
- Ensures that an effective, fair and proper system is in place for the prioritization 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.

Manages the Accounts Payable, Final Accounts and Payroll Units of the Finance and Accounts Division in the achievement of its objectives by:

- Planning, organizing and directing the work of the Unit, including the creation of the Unit's Corporate and Operational Plans and Budgets and monitoring the Units' achievement against them;
- Developing and managing the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensuring that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Promoting effective working relationships with external and internal stakeholders and clients, ensuring that the Units provide consistently high levels of service to clients;
- Evaluating the performance of the Accounts Payable, Final Accounts and the Payroll Managers.

Other:

- Collaborates on the development and preparation of the Division's Corporate and Operational Plans;
- Assists the Principal Finance Officer in addressing issues/concerns raised in the Auditor General's queries and reports in respect of the Finance Directorate;
- Attends regular Procurement Committee Meetings and approves the Procurement of goods and services in keeping with the prerequisite guidelines;
- Attends Human Resource Management Committee (HRMC) monthly meeting and participates in the decision making process and makes recommendations to the Executive Management Committee regarding staff related issues such as training, discipline and other delegated Human Resource (HR) matters;
- Accompanies Permanent Secretary and Principal Finance Officer to the Public Accounts Committee and Standing Finance Committee of Parliament as required;
- Manages the annual budget as given by the Ministry of Finance and the Public Service (MOFPS);
- Deputizes for the Principal Finance Officer in his absence.

Required Knowledge, Skills and Competencies

- Excellent financial and analytical skills
- Good grasp of Government of Jamaica (GoJ) expenditure control and budgetary and planning processes
- Excellent knowledge in accrual accounting
- Good problem-solving skills
- Excellent leadership and team-building skills
- Excellent judgment, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent skill in operating computerized accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

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.

2. Director, Management Accounts (FMG/PA 4)

Job Purpose

The incumbent is responsible for the preparation and implementation of the Ministry's budgets in accordance with:

- ✓ Its approved Corporate Plan;
- ✓ The guidelines prescribed by the Financial Secretary;
- ✓ The priorities and policies of Government.

He/she will ensure that accrual budgets for the Ministry and its agencies are prepared in accordance with International Public Sector Accounting Standards (IPSAS) comprising of the following:

- ✓ Accrual Statement of Financial Position (Balance Sheet)
- ✓ Accrual Statement of Financial Performance (Profit & Loss)
- ✓ Cash Flow Statement

The incumbent will also:

- ✓ Establish and operate an effective budgeting and cash management system;
- ✓ Establish and maintain appropriate systems and procedures to facilitate the overall management of Accounts Receivable;
- ✓ Supervise the Management Accounts Section of the Finance and Accounts Division in the Ministry.

He/she will also be the chief advisor to the Principal Finance Officer on all management accounting matters relating to the expenditure budgets and other funds and assets under the control of the Ministry.

Key Responsibilities

- Advises the PFO on the financial performance and status of the Ministry;
- Provides expert advice to Programme Managers as required;
- Assists in the development and updating of objectives and strategies of the Ministry's Corporate Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan.

Ensures that budgets and cash flows are prepared in line with the Ministry of Finance and the Public Service (MoFPS) guidelines, as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability by:

- Maintaining a budgeting system that fits into a timetable and delivers expenditure budgets according to the guidelines issued by the MoFPS;
- Communicating to all entities the directives for the preparation and submission of Estimates to the Budget Division, in the prescribed format, with supporting documentation/justification and within the established deadline;
- Managing the collection, detailed examination and analysis of proposals, ensuring that the specific purposes and performance indicators reflect the linkage to the Corporate Plans for submission to the MoFPS;
- Preparing draft expenditure budgets for the Ministry through a process of co-ordination, consultation and consolidation, ensuring that such budgets are prepared in accordance with:
 - ✓ The ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary
 - ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan
 - ✓ The national economic and policy priorities;
- Analyzing the budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and are supported by the Implementation Plan where applicable;
- Analyzing the budget requests from Agencies/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic Implementation Plan, where applicable;
- Rationalizing and prioritizing activities to match ceilings given by the MoFPS.

Directs and ensures the preparation of the Carry-on- Provision and annual Cash Flow Forecasts, for presentation to the MoFPS, in the prescribed format, for the three (3) Heads of Estimates, ensuring that all schedules are completed in its entirety by:

- Ensuring that for the Capital Projects the tasks to be undertaken within specified time periods are realistic and reflect the Work Implementation Schedules, and correlate also with the sums forecasted;
- Preparing budget revisions according to the MoFPS guidelines and expenditure patterns including annual and multi-year commitments;
- Providing advice and guidance to the Ministry's managers on budget preparation, the status and availability of funds and interpretation of financial data;
- Providing variance reports to the PFO for major deviations appearing between the approved budget and actual performance, analyzing the reasons for such deviation and making recommendations for new or revised budget procedure;

- Providing guidance where necessary to Agencies/Departments, in the preparation of the narratives in support of the budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submitting to the MoFPS draft budget in respect of the Ministry, its Departments and Agencies after its review and approval by the Permanent Secretary.

Monitors and analyzes the performance by the Ministry and its entities on budget against budgeted allocations:

- Monitors and analyzes commitments and monthly expenditure reports, to determine the trend of expenditure, its variances and the reasons for these variances and advises/makes recommendations to the PFO of the corrective action to be taken;
- Reviews the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries are covered;
- Analyzes Miscellaneous Revenues and any other Non-Tax Revenue Estimates that are the responsibility of the Ministry to ensure that they reflect maximum efforts towards revenue mobilization;
- Prepares annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Prepares guidelines for the following budgets for the Ministry in accordance with the MOFPS:
 - ✓ Income and Expenditure Budget
 - ✓ Balance Sheet
 - ✓ Cash Flow Statements.

Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that there is; high standards of performance, value for money is achieved in the management of public finances and projects are completed on time and within budget:

- Implements and operates an effective Cash Management System which includes:
 - ✓ Allocating the monthly and quarterly warrants in accordance with agreed priorities
 - ✓ Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - ✓ Ensures that Appropriations-in-Aid, if any, are fully realized.
- Ensures that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting departmental revenue, etc.;
- Reviews on an on-going basis, all bank accounts to ensure that there are no large idle cash balances;
- Establishes and operates a sound system for budget implementation which will ensure proper expenditure management and control in the Ministry, including the regularity and propriety of all expenditure incurred and general compliance with the overall requirements of the FAA Act and the instructions there from;
- Puts in place a mechanism to monitor the implementation of the budget relating to para-statal bodies. Obtains and analyzes the monthly reports to determine whether the funds have been utilized for the specific purposes indicated in the approved budget and whether these funds have been efficiently utilized;
- Evaluates physical and financial performance in the implementation of the capital projects and other programmes in the recurrent budgets;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; authorized measures are employed to improve collections and bring it in line with targets;
- Ensures that all revenues collected payable to the Accountant General's Department for miscellaneous revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Puts in place a sound system of management accounting and reporting to meet the operational requirements of the Ministry.

Manages the Management Accounts Section of the Finance and Accounts Division in the achievement of its objectives by:

- Planning, organizing and directing 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;
- Developing and managing the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;

- Ensuring that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintaining effective working relationships with external and internal stakeholders and clients;
- Ensuring that the Unit provides a consistency high level of service to its clients;
- Conducting Performance Evaluation for staff within the Unit.

Monitors portfolio entities' financial performance to ensure that expenditure is within the voted provision and has been applied so as to achieve the desired outcomes and value for money by:

- Ensuring that expenditure of entity is monitored and reviewed and that it is within the limits of the budget;
- Providing the PFO with periodic budget variance reports on portfolio entities;
- Ensuring proper administration of the Ministry's investment portfolio;
- Providing assistance on technical accounting issues raised by portfolio entities;
- Ensuring that timely submission of the monthly and annual financial statements by portfolio entities within the statutory deadlines;
- Ensuring that the entities' monthly and annual financial statements are adequate and accurate based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Providing regular reports to the PFO on financial and accounting issues in respect of portfolio entities, including rating them on the accuracy and timeliness of their reports, as well as on their financial performance;
- Analyzing requests for operation of new bank accounts;
- Analyzing requests for investments;
- Analyzing requests for use of credit cards or increase/decrease to credit ceiling;
- Monitoring compliance with laid down fees and charges;
- Analyzing entities monthly revenue financial statements;
- Monitoring actual revenue collected against budgeted revenue, discussing reasons for significant variances and agreeing ways to achieved increased revenue in the future.

Ensures proper monitoring of the financial progress of externally funded projects, maintenance of relevant financial records for all such projects ensuring accuracy in reporting to multilateral agencies and timeliness in the draw down revenue due to Government of Jamaica (GoJ) by:

- Ensuring detailed Ledgers and other relevant documentation of externally funded projects are being implemented;
- Ensuring that there is constant liaison with the relevant agencies Financial Managers and Project Accountants regarding the timely receipts of financial data for updating of Ledgers;
- Verifying the accuracy of "Draw down claims";
- Ensuring that contracts with appropriate agency and external stakeholders are maintained to guarantee that revenues due are disbursed within specified time frames and are properly accounted for.

Ensures that the Ministry's Investment Portfolio is managed in accordance with GOJ Investment policies in order to ensure that the Ministry's income earning capacity is maximized by:

- Conducting a detailed analysis of sums held in the Deposit and Expenditure Clearing accounts in an effort to identify 'idle' funds which can be invested;
- Negotiating and liaising with approved financial institutions in order to access the best possible market rates for funds identified for investment;
- Submitting to the PFO recommendations for approval of investments to be made;
- Ensuring that the investments are concentrated in the safest types of securities and diversifying the investment portfolio so as to minimize the potential losses on individual securities;
- Ensuring that a complete and accurate documentation and records of the investment portfolio is maintained in accordance with the FAA Act and MOFPS guidelines.

Ensures that collection of funds, issuing of receipts and lodgements are made to relevant bank accounts:

- Ensures cash/cheque received are properly classified and inserted on the Government Financial Management System (GFMS) and lodged promptly to the relevant bank account and receipts issued for funds collected;
- Directs the preparation of the explanations for expenditure variances against budgeted provisions in relation to the Ministry's three (3) Heads of Estimates, by project/activity and object of expenditure on an annual basis;

- Authorizes payment and Journal Vouchers on the Financial Management System.

Required Knowledge, Skills and Competencies

- Excellent financial and analytical skills
- Good grasp of GoJ expenditure control and budgetary and planning processes
- Excellent knowledge in accrual accounting
- Good analytical and problem-solving skills
- Excellent leadership and team-building skills
- Excellent judgment, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent oral and written communication skills
- Excellent skills in operating computerized accounting systems

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, 7th July, 2020 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**