



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 119
OSC Ref. C.6210/S5¹⁸

22nd 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, Management Accounts (FMG/PA 3) – (Not Vacant)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Principal Finance Officer, the Director, Management Accounts, is responsible for:

- ✓ The direction and supervision of the Management Accounts Section in the Finance and Accounts Department;
- ✓ Ensuring that the Ministry's 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;
- ✓ Maintaining control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits.

Key Responsibilities

- Provides expert advice to the Principal Finance Officer on the financial performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to Programme Managers as required;
- Assists in the development and updating of the Strategic Objectives of the Ministry's Corporate Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the Strategic Objectives in the Ministry's Corporate Plan;
- Ensures that the Budgets and Cash Flows for Departments and Missions 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;
- Maintains a budgeting system that fits into a timetable and delivers expenditure budgets according to guidelines issued by the Ministry of Finance and the Public Service;
- Communicates to all entities the directives for the preparation and submission of estimates to the Budget Division, in the prescribed format, with supporting documentation and within the established deadline;
- Co-ordinates the collection, detailed examination and analysis of proposals from Departments and Missions, ensuring that specific objectives and performance indicators reflect the linkage to the Corporate Plan. Collates, summarizes and submits the Ministry's Budget to the Ministry of Finance and the Public Service;
- Prepares draft expenditure budgets for the Ministry (Headquarters and its Overseas Missions) through a process of co-ordination, consultation and consolidation ensuring that the Budgets are prepared in accordance with the:
 - ✓ Ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary
 - ✓ Objectives and strategies of the Ministry as outlined in its Corporate Plan
 - ✓ National economic and policy priorities;
- Analyzes budget requests from Missions 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 Plans, where applicable;
- Rationalizes and prioritizes programmes and activities to match ceilings prescribed by the Ministry of Finance and the Public Service in consultation with senior management;
- Supervises the preparation of Annual Cash Flow Forecasts, for presentation to the Ministry of Finance and the Public Service in the prescribed format;
- Prepares budget revisions according to the Ministry of Finance and the Public Service guidelines and expenditure patterns including annual and multi-year commitments;

- Provides Variance Reports to the Principal Finance Officer 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;
- Provides guidance where necessary to Missions, in the preparation of narratives in support of the budget allocations ensuring a linkage to specific purposes and performance indicators given in the Corporate Plan;
- Monitors and analyzes the financial performance of the Ministry against budget targets, commitments and monthly Expenditure Reports to determine the trend of expenditure, its variances and advises/makes recommendations to the Principal Finance Officer on 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 is covered in conjunction with the Programme Managers;
- Analyses 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 in accordance with the Ministry of Finance and the Public Service guidelines the following Statements for the Ministry:
 - ✓ Income and Expenditure Statements
 - ✓ Cash Flow Statements;
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that value for money is achieved in the management of public finances;
- Implements and operates an effective Cash Management System which includes:
 - ✓ Allocating the monthly warrants in accordance with agreed priorities
 - ✓ Implementing an effective mechanism for containing expenditures within warrant limits through a system of commitment planning and control
 - ✓ Ensuring that appropriations-in-aid are fully realised;
- 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.;
- 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 Financial Administration and Audit (FAA) Act and the instructions there from;
- Puts in place a mechanism to monitor the implementation of the Budget relating to Overseas Missions. Obtains and analyzes monthly reports to determine whether funds have been utilized for the specific purposes indicated in the approved Budget;
- Evaluates physical and financial performance in the implementation of the capital projects and other programmes in the recurrent budgets in conjunction with the Corporate Planner;
- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Ensures that all revenues collected/payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department (AGD) is done;
- Implements a sound system of management accounting and reporting to meet operational requirements of the Ministry;
- Plans, organizes and directs the work of the Management Accounts Section;
- Develops and manages the performance of staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that members of staff in the Section have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Manages working relationships with external and internal stakeholders and clients;
- Is a signatory to the Ministry's Salary and Deposit Accounts;
- Authorizes Payment and Journal Vouchers on the Financial Management System.

Required Knowledge, Skills and Competencies

- Proficiency in the use of Government computerized financial systems and capacity to apply training undertaken to on-the-job activities
- Proficiency in budgeting and cash management techniques
- Knowledge of Government Accounting principles and techniques

- Knowledge of the Staff Orders, the Foreign Service Orders, the Financial Administration and Audit Act and other financial instructions
- Strong customer service skills
- Good analytical skills
- Excellent problem-solving skills
- Good team building skills
- Ability to meet deadlines
- Excellent oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration 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, 5th June, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

E-mail: hrmassistant@mfaft.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**