



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 153
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6th July, 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, Finance (FMG/PA 3)** in the **Jamaica Library Service**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Finance, is responsible to direct and oversee all the financial operations of the Organization, ensuring that an effective and efficient system is maintained to support the achievement of the Strategic and Operational Plans.

Key Responsibilities

- Implements and reviews Accounting Systems and Procedures to ensure accurate records are maintained;
- Ensures that systems are maintained and procedures conducted for all financial transactions in accordance with the Government of Jamaica Accounting Principles, Laws, Rules and Regulations including the Financial Administration and Audit Act (FAA Act);
- Ensures that there is adequate systems in place for the computation and payment of salaries and allowances;
- Co-ordinates the preparation and submission of statutory payments / returns;
- Ensures adequate cash flows to meet the Organization's needs and objectives;
- Co-ordinates the preparation of all Financial Statements required for management control, annual audit and financial reporting;
- Coordinates the preparation of the annual Estimates of Expenditure;
- Develops the Finance Strategic and Operational Plans;
- Ensures there is an effective systems of internal control to detect and prevent any loss of public funds;
- Prepares and presents the Financial Reports at the Board of Directors' Meetings;
- Provides advice to the Director General and the Board of Directors on all financial matters;
- Advises the Executive Management Team and Senior Managers on the financial performance of the Organization and on its financial status;
- Prepares, progress, annual and special reports as required;
- Ensures the payment of contractual obligations;
- Conducts regular briefing with managers in the islandwide network to ensure that expenditure control activities are performed;
- Participates in the development of the Organization's Strategic and Operational plans;
- Prepares and conducts presentation on the role of the Division for Orientation Programme;
- Manages the performance of the Division including transferring skills, motivating staff, monitoring performance and arranging for training;
- Directs, supervises and coordinates the work of direct reports;
- Develops a high performing finance team;
- Performs other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Thorough knowledge of the laws, regulations and rules governing public sector financial management
- Comprehensive knowledge of Government Accounting principles and practice
- Knowledge of Government of Jamaica Procurement Guidelines
- Knowledge of Accpac Accounting System
- Excellent oral and written communication skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Proficient in the use of related computer software applications
- Ability to maintain confidentiality
- Ability to meet deadlines
- Strong customer relations and interpersonal skills
- Ability to mentor and guide staff/teams

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting, Financial Management or equivalent;
- Five (5) years' experience in a financial management position preferably in the Public Sector, three (3) years of which should be at the senior level.

Special Conditions Associated with the Job


- Will be required to travel the islandwide network of libraries;
- Will be required to work outside of normal working hours and on weekends

Applications accompanied by résumés should be submitted **no later than Friday, 17th July, 2020 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
Kingston 5
or Email: dirgen@jls.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**