



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 208**  
**OSC Ref. C. 4664<sup>12</sup>**

26<sup>th</sup> August, 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 **Deputy Accountant General – Financial Operations (FMG/PA 5) – (Not Vacant)** in the **Accountant General's Department**, salary range \$4,148,351 - \$4,931,086 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Deputy Accountant General – Financial Operations ensures the effective management of the Consolidated Fund to facilitate the timely disbursement of funds to Ministries, Departments and Agencies (MDAs); the effective management of the Treasury Single Account (TSA) and other bank accounts of the Government; oversees centralized disbursements of payments from the Consolidated Fund, and extra-budgetary funds, under the authority of Warrants, including pension payments and salaries. S/he oversees revenue management and compliance as per Section 15 of the FAA Act, ensuring that all receipts/revenue due to the Government are deposited to the designated accounts in a timely and efficient manner, and establishing mechanisms to capture and report on all revenues due to the Government of Jamaica; and overseeing and monitoring appropriations and revenue refunds in keeping with the objective to de-fragment revenues and have it accounted for in the Consolidated Fund per Section 15 of the FAA Act.

**Key Responsibilities**

**Technical**

- Ensures and oversees the day to day management of the Treasury Single Account and its component bank accounts;
- Ensures the establishment and maintenance of a revenue collection system - in collaboration with the Financial Resources Division - to ensure that all revenue due to the Government is collected in a timely and efficient manner;
- Ensures the establishment and maintenance of an expenditure payment system to ensure that all Government obligations are settled in a timely and efficient manner;
- Maintains general oversight over all centralized payments and centralized receipts of the Centralized Treasury Management System (CTMS);
- Oversees the management of warrant release to MDAs;
- Ensures the maintenance of adequate records and control of recurrent and capital releases;
- Ensures appropriate correspondence with MDAs on Capital Expenditure related matters;
- Ensures accurate and timely reconciliation of cash backing with budgetary releases
- Oversees and ensures monthly reconciliation of Warrant;
- Ensures up to date reconciliations of all TSA bank accounts are kept;
- Ensures adequate payment systems are maintained for the disbursements of centralized salary and pensions payments;
- Ensures that the Treasury stays in good financial health by monitoring fund balances and producing detailed financial statements;
- Oversees and ensures adequate monitoring of Revenue Transit Accounts for making daily sweeps to the Consolidated Fund;
- Ensures the preparation and submission of statutory financial statements of the Government and any other statements of account required by the Minister of Finance and the Public Service;
- Ensures Revenue monitoring and accounting;
- Ensures the issuance of officially approved forms bearing Treasury Numbers for use in all MDAs to ensure uniformity;

- Monitors the accuracy of all receipts and payments from the TSA, and reporting to the Accountant General to ensure that that cash requirements are accurate to allow accurate forecasting, financial management and planning
- Assists the Accountant General to prepare timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a liaison officer between the Treasury and other Government Departments in accordance with defined procedures.

### **Strategic Leadership**

- Plans, organises and directs the work of the AGD, including participating in the preparation of the Department's Strategic Corporate and Operational Plans and Budgets, and monitors the AGD's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the AGD, and ensures that staff is aware of and adhere to the Organization's, policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD;
- Deputizes for the Accountant General as and when required;
- Plans, develops, organizes, implements, directs and evaluates the Division's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Division;
- Establishes internal control processes required to manage and grow the Division;
- Effects systems for effective Customer Service delivery and Customer Service Management;
- Meets or exceeds divisional performance targets.

### **Human Resource Management**

- Plans, organizes and directs the work of the Division by overseeing the development of performance targets for the Division and staff (Divisional Operation Plan) based on the Corporate Strategic Plan;
- Ensures that the Division's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Division;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies skills gaps and collaborates with the Manager, Training and Development to develop and implement Staff Development and Succession Plans for the Division to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of divisional staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks

- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Collaboration and Team Work:** The ability to be a collaborative business leader and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility;
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills
- Ability to work effectively under pressure
- Expert technical knowledge of budgeting and budget execution
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Sound knowledge of the Government of Jamaica planning and policy setting process
- Knowledge of banking operations desirable
- Comprehensive knowledge of Public Treasury Operations

### **Minimum Required Qualification and Experience**

#### **a. Minimum Qualification and Training**

- A Post Graduate Degree from a recognized institution in Accounting and/or Finance or related;

**OR**

- A Chartered Practicing Accountant and a member of a designated Professional Accounting Body.

#### **b. Essential Experience and Knowledge:**

- At least 10 years Post Qualification Experience in Financial Management
- At least 6 years' experience working at a Senior Executive Level in Financial Management or Accounting, with at least 3 years in the Public Sector
- Experience in Strategic Planning

### **Special Conditions Associated with the Job**

**Physical Demands** - Required to travel locally and internationally; and pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions

**Travel** - This position requires up to 80% travel.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 8<sup>th</sup> September, 2020 to:**

Chief Personnel Officer  
Office of the Services Commissions (Central Government)  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4

Email: [mtam@osc.gov.jm](mailto:mtam@osc.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.**



**M. Tam (Mrs.)  
Chief Personnel Officer (acting)**