



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. 194

OSC Ref. C. 6272¹⁴

12th 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 fill the **vacant** post of **Director, Management Accounts (FMG/PA 3)** in the **Finance and Accounts Division, Office of the Prime Minister**, 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 (PFO), the Director, Management Accounts is responsible for:

- The preparation, collation and implementation of the Ministry's Budgets (i.e. Recurrent, Capital A and B) in accordance with the approved corporate plan and guidelines prescribed by the Ministry of Finance and the Public Service and the priorities and policies of Government.
- The operation of an effective cash management system so as to ensure the most efficient allocation of resources and that expenditure is kept within the limits of the warrant and budgetary allocations.
- The supervision of the Management Accounts Unit of the Finance and Accounts Division and to be the Chief Advisor to the PFO on all management accounts matters relating to the expenditure budgets.

Key Responsibilities

- Collaborates with the senior management team to rationalize and prioritize budget proposals on the basis of programmes, activities and projects in relation to corporate objectives as set out in the Ministry's Corporate Plan, to match expenditure ceiling given by the Ministry of Finance and the Public Service;
- Reviews and analyses budget proposals from Divisions/Departments supported by implementation plan to ensure conformity with the Ministry's Corporate Plan and budget ceiling;
- Reviews and analyses budget requests in respect of Para-Statal Bodies to determine that they are in accordance with the approved objectives and strategies, and are realistic and supported by the implementation plan where applicable;
- Liaises with Project/Programme Manager during the budget period to analyse their activities and to identify areas of cost savings and financial improvements;
- Assesses the completeness, adequacy and accuracy of capital budget requests and their recurrent cost implications;
- Assists Agencies/Departments in producing supplementary budget submissions;
- Submits to Ministry of Finance and the Public Service within the stipulated deadline draft budgets in respect of the Ministry, its Departments and Agencies in the prescribed manner, format and guidelines given;
- Provides guidance to Project/Programme Managers in preparation of cash flow requests to ensure that it accurately reflects level and timing of cash needs;
- Compares and analyses cashflow requests with the budgeted provision and operational plan as well as established priorities to ensure requests are realistic and in accordance with the trend in fund availability;
- Allocates the monthly warrants in accordance with warrant ceiling and submit allocation ceiling to the Commitment Control Officer and Programme Managers;
- Advises Cash Management Unit (MOF) on Agencies/Department cash flow needs recommending prioritization;
- Reviews capital projects implementation plans and liaise with Cash Management Unit on the cash needs of specific capital projects;
- Undertakes a monthly variance analysis of expenditure against budget and against prior period(s), analyzing causes for variances and raising issues with the Unit Head and PFO, so as to ensure expenditure is within the voted provision;

- Undertakes analysis of expenditure with a view to determine potential source of cost savings and efficiencies, discussing these with the Unit Head and PFO;
- Analyses and evaluates the monthly variance analysis of expenditure in conjunction with the Corporate Planning Unit matching performance against the Corporate Plan, the Budget and the warrant allocation;
- Links subsequent allocation with performance and where necessary make recommendation for virements;
- Analyses Appropriations-in-Aid to ensure that they are realistic estimates and that they reflect the targets to be achieved;
- Oversees and direct the receiving, posting and prompt clearance of cash advances.

Required Knowledge, Skills and Competencies

- Excellent leadership and management skills
- Excellent presentation, oral and written communication skills
- Excellent interpersonal and customer relation skills
- Ability to work under pressure and meet tight deadlines
- Ability to analyze and interpret financial statements and reports
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Excellent knowledge of budgetary systems and procedures, especially the laws regulating principles and practices relating to Public Sector budget preparation and administration
- Excellent analytical and problem solving skills
- Working knowledge of the Finance, Administration and Audit Act (FAA Act) and other Government of Jamaica Regulations
- Proficiency in the use of relevant Computer Applications
- Competence in analyzing and interpreting financial statements and reports
- Demonstrates sound personal and professional integrity and confidentiality, reflecting high ethical and moral values.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized University, **or**;
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, Management Institute for National Development (MIND), along with the completion of the revised Certificate in Government Accounting Course;
- Five (5) years' experience in Accounting.

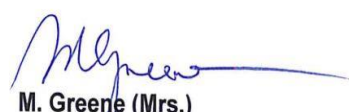
Applications accompanied by Résumés should be submitted **no later than Tuesday, 25th August, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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. Greene (Mrs.)
for Chief Personnel Officer (acting)**

