



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 232

OSC Ref. C. 4857¹⁵

18th September, 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 **Management Accountant - Capital Projects (FMG/PA 2) - (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director, Management Accounts the incumbent is:

- Directly responsible for the preparation and implementation of the Ministry's Capital (i.e. Capital A & B budgets in accordance with the approved Corporate Plan, guidelines prescribed by the Financial Secretary and the priorities and policies of Government).
- Responsible for the contingency and cash advances received from Ministry of Finance and the Public Service and Treasury deposits.

Key Responsibilities

- Prepares draft project Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such Budgets are prepared;
- Analyzes Capital Budget requests from project managers 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 Work Plans;
- Analyzes Capital Budget requests in respect of projects to be administered by para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by Implementation Work Plan;
- Provides guidance where necessary to Project Managers, in the preparation of the narratives in support of the Project Budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submits the consolidated Capital draft Budget estimates to the Director, Management Accounts ensuring that they are in conformity with the prescribed guidelines and that there is adequate time for them to be reviewed and approved by the Financial Secretary for submission to the Ministry of Finance and the Public Service within the stipulated deadline;
- Provides advice and guidance to Ministry's managers on Budget preparation, the status and availability of funds and interpretation of financial data;
- Prepares Budget revisions according to Ministry of Finance and the Public Service's guidelines and expenditure patterns, including annual and multi-year commitments;
- Prepares and submits to the Director, Management Accounts monthly budgetary/ expenditure report on an ongoing project highlighting anticipated; unused Budget provisions and allocations and suggests the best utilization of unused balances;
- Provides Variance Reports to the Director, Management Accounts/Principal Finance Officer for major deviations appearing between approved budget provisions and allocations and suggests the best utilization of unused balances;
- Implements and operates an effective Cash Management System in respect of project funds;
- Monitors the implementation of projects including that of para-statal bodies funded from the Budget;
- Obtains and analyzes monthly Financial Reports to determine whether funds are utilized for the specific purposes indicated in the approved budget or if the funds have been efficiently utilized;
- Evaluates the physical and financial performance of projects;
- Ensures that deposit accounts are maintained in the proper categorization approved by the Ministry of Finance and the Public Service;

- Maintains and assigns deposit account codes;
- Ensures that the list of depositors is accurate and appropriately aged;
- Monitors all deposit accounts to ensure that they are being utilized for the purposes for which they were received;
- Ensures that deposit accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue;
- Conducts detailed analysis of sums held on deposits;
- Prepares reports for Commitment Control on a monthly basis;
- Prepares reports for deposit accounts and retention of contract on a monthly basis;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent analytical thinking, analysis and evaluation skills
- Good problem solving and decision-making skills
- Good presentation and reporting skills
- Ethics and Integrity
- Initiative & compliance skills
- Accountability
- Skill in customer and quality focus

Technical

- Excellent budgeting and cash management skills
- Good knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access etc.
- Excellent working knowledge of FAA Act/Instructions
- Good knowledge of financial evaluation and cost analysis
- Skills in operating GOJ Computerized Accounting System

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant (ACCA) level 2 or any equivalent accounting/management professional qualification plus at least two (2) years post qualification experience in Accounting.
- OR**
- A BSc. degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution plus at least two (2) years' experience in Government Accounting.
- OR**
- Associate Degree and Diploma in Government Accounting plus at least five (5) years' experience.

Applications accompanied by Résumés should be submitted **no later than Thursday, 1st October, 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**