



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 216**  
**OSC Ref. C. 6272<sup>14</sup>**

**2<sup>nd</sup> 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 fill the vacant post of **Senior Budget Officer (FMG/PA 2) (Vacant)** in the **Finance and Accounts Division, Office of the Prime Minister**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Director, Management Accounts, the Senior Budget Officer is responsible for:

- The preparation, collation, and implementation of the Ministry's Operational Budget (i.e. Recurrent and Capital Budget) in accordance with the approved corporate plan; the guidelines prescribed by the Financial Secretary; and the priorities and policies of Government.
- Ensuring targets in respect of Appropriations-in-Aid are achieved.
- The management of Accounts Receivable.
- Management of advances paid from Contingencies, Treasury Deposits etc.
- Preparation of the Budget for the Finance and Accounts Division.

**Key Responsibilities**

- Ensures that 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;
- Prepares draft Budgets for the Ministry through a process of coordination, consultation and consolidation ensuring that such Budgets are prepared in accordance with the ceiling and guidelines outlined in the Budget Call issued by the Financial Secretary; the objectives and strategies of the Ministry; and the national economic and policy;
- Prepares Recurrent Budget for Finance and Accounts Division;
- Submits the consolidated draft Budget Estimates to the Director of Management Accounts to ensure that it conforms with prescribed guidelines and adequate time provided to be reviewed by the Permanent Secretary for submission to the MOFPS;
- Maintains control over the level of expenditure, ensuring that expenditures are kept within budgetary provision and has been applied to achieve high standards of performance and value for money;
- Responsibilities for implementing and operating an effective cash management system;
- Allocates monthly warrants in accordance with agreed priorities;
- Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- Monitors the implementation of operational Budgets including that of Para-Statal Bodies funded from the budget; obtain and analyse monthly Financial Reports;
- Evaluates in conjunction with the Corporate Planning Division, the physical and financial performance in the implementation of the programmes in the Budgets;
- Monitors and ensures prompt clearance cash advances from the Accountant General's Department and the MOFPS;
- Prepares the quarterly Corporate Plan Evaluation Report for the Unit;
- Prepares monthly Outstanding Bills Report and submits to MOFPS;
- Assists with the preparation of Budget Briefs.

**Required knowledge, Skills and Competencies**

- Excellent presentation, oral and written communication skills
- Excellent interpersonal skills

- Excellent planning and organising skills
- Excellent analytical and problem-solving skills
- Excellent judgement and decision-making skills
- Excellent leadership and teambuilding skills
- Initiative
- Results oriented
- Strong customer orientation
- Integrity/Confidentiality
- Ability to cope well under pressured working conditions and to meet deadlines
- Sound knowledge of the laws, regulations, principles and practices relating to Public Sector Budget preparation and administration
- Competence in analyzing and interpreting financial statements and reports
- Ability to use various financial analysis methods and techniques including computer applications
- Proficiency in the use of computer applications especially Microsoft Office (Word, Excel, Power Point) and computerized Accounting Systems.

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

- Bachelor's Degree in Accounting or Management Studies with an Accounting major from a recognised institution.

**OR**

- ACCA Level 2.

**OR**

- Associate of Science in Accounting, MIND, along with the completion of the revised Certificate in Government Accounting.
- Extensive experience in accounting and financial management, plus two years' post qualification experience in a middle management position.

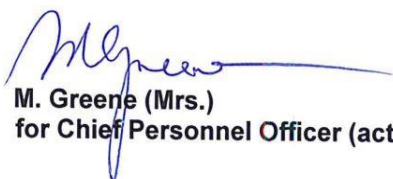
Applications accompanied by Résumés should be submitted **no later than Tuesday, 15<sup>th</sup> September, 2020 to:**

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

**Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)**

**Please note that only short listed 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)**