



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 244
OSC Ref. C. 6272¹⁴

7th October, 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, Expenditure Control and 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 Financial Officer (PFO), the Director, Expenditure Control and Accounts is responsible for managing the operations of the Accounts Payable and Payroll Unit, developing an Integrated System of accounting within the Department, ensuring the implementation and maintenance of proper accounting systems and control in accordance with the FAA Act and other accounting regulations in support of the Department's mandate.

Key Responsibilities

- Prepares and maintains Operations and Procedures Manual to guide the activities of the Unit and ensure effective internal controls;
- Implements Accounting systems and controls for the authorization and certification of expenditure;
- Assists with the preparation of the Ministry's Annual and Supplementary Estimates of Expenditure;
- Ensures that all Statutory and other deductions are remitted in accordance with established procedures/guidelines and timeframe;
- Administers proper systems and procedures to accurately capture all accounts payable in the correct period to which they relate;
- Ensures timely settlement of Accounts Payable, Payroll and all other payments, and that such payments are made in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that unpaid bills and other financial commitments are kept to a minimum and that total expenditure is kept within the warrant and according to agreed priorities;
- Ensures smooth and efficient operations of the Payroll, Accounts Payable and Disbursement Systems resulting in the timely and accurate settlement of the liabilities of all Heads of Estimates;
- Provides technical advice concerning Payables and Payroll as required;
- Ensures that Miscellaneous Revenue is lodged in accordance with the Financial Instructions;
- Ensures that individual accounts are maintained for Salaries and Deposit Accounts and monitors the daily expenditure of each programme/activity/project or object/sub-object;
- Facilitates the opening of new Bank Accounts as required and ensures that individual Bank Accounts for Deposit and Salaries are maintained;
- Authorizes payments and the printing of cheques on the Government Financial Management System (GFMS).
- Processes General Consumption Tax (GCT) documents monthly to include: -
 - Upload to Tax Administration of Jamaica (TAJ), amounts withheld for Office of the Prime Minister, Office of the Cabinet (OoC) Ministry of Tourism and Ministry of Culture, Gender, Entertainment and Sport (MCGES)
 - GCT Payables to MOFPS for all Heads of Estimates inclusive of Departments and Agencies.
- Supervises Managers for the Payroll and Accounts Payable Sections;

- Provides effective leadership to officers through objective setting, delegation and communication.

Required knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills
- Excellent leadership, teambuilding and interpersonal skills
- Excellent time management and organisational skills
- Excellent planning and monitoring skills
- Sound analytical and problem-solving skills
- Sound personal and professional integrity
- Sound knowledge of the laws, regulations, principles and practices relating to Government Accounting
- Competence in the use of spreadsheets and various computerized accounting systems and the Government Financial Management System (GFMS)
- Keen eye for detail
- Ability to work under pressure and meet tight deadlines

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, 20th October, 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

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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**