



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 270**

**OSC Ref. C. 6608<sup>8</sup>**

**30<sup>th</sup> 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 be assigned to the post of **Financial Controller (FMG/PA 2) (Not Vacant)** in the **Institute of Jamaica**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent is responsible for tracing all costs related to all goods or services provided to the Institute of Jamaica and to provide a verifiable means/basis for the cost method, such that fees to be charged for goods or service delivery will accurately reflect the cost of goods/services.

The incumbent is accountable for the ongoing analysis of projects, margin analysis, and tracing effective data accumulation systems needed to provide an appropriate level of costing information to management.

### **Key Responsibilities**

- **Managerial/Administrative**
- Ensures that the work of the Unit is properly documented to facilitate the development of operational manuals, outlining applicable policies and procedures for operational activities, with the view to amalgamating them into a single Operations Handbook for the IOJ;
- Develops tool and systems to provide critical Cost Financial and Operational Information to the management and makes actionable recommendations on both strategy and operations;
- Assists with establishing yearly objectives;
- Oversees long-term budgetary planning and costs management in alignment with the Agency's Strategic Plan;
- Supervises the Department in the absence of the Director Finance and Accounts.

### **Technical/Professional**

- Monitors IOJ's costs of operation and liaises with the Senior Management Team in the development and execution of Cost Management Strategies;
- Prepares reports and other outputs to support profit performance policy;
- Establishes formulas for allocating overheads and miscellaneous costs;
- Assesses the profitability of the Agency services, Departments and organization as a whole;
- Advises on Grant Accounts performance;
- Implements Cost Accounting procedures and methods for projects and grants;
- Conducts Cost Audits and prepares reports; which will include the examination of unusual cost records;
- Compiles Cost Information for use in the Budget;
- Provides management with reports specifying and comparing factors affecting prices and profitability of products or services;
- Assesses organizational performance against both the Annual Budget and the long term strategy;
- Engages management and the various cost and Investment Committees around issues, trends, and changes in the operating model(s) and operational delivery;
- Provides monthly rolling forecasts for each fee structure;

- Provides timely and accurate cost data to facilitate the monthly calculations of revenue and cost of services for monthly fee billing.

### **Human Resource**

- Provides leadership to staff through effective objective setting, delegation and communication;
- Supervises the performance and development of direct reports through preparation of Performance Appraisals and recommendations of training and development programme;
- Checks employee's compliance with the policies and procedures;
- Performs any other related duties as may be assigned.

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

#### **Core**

- Excellent oral and written communication
- Teamwork and co-operation
- Customer and quality focus

#### **Technical**

- Expert knowledge of cost accounting principles and practices
- Ability to analyze complex data
- Comprehensive knowledge of general management principles and practices
- Comprehensive knowledge of budgeting and planning
- Expert knowledge of the Financial Administrative and Audit Act
- Working knowledge of the relevant computer systems and applications
- Knowledge and experience in Government Accounting
- Exceptional interpersonal skills
- Demonstrated initiative and the ability to work effectively within time constraints
- High integrity and confidentiality
- Excellent staff management and performance management skills
- Excellent supervisory skills and techniques
- Excellent quantitative and qualitative analytical and problem-solving skills
- Strong time management, organizational and co-ordination skills

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University; **or**
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by Résumés should be submitted **no later than Thursday, 12<sup>th</sup> November, 2020 to:**


**Director Human Resource  
Development and Management  
Institute of Jamaica  
10-16 East Street  
Kingston**

**Fax: 922-1147**

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.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**