



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 269

OSC Ref. C. 4858³⁶

3rd November, 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 **Principal Finance Officer (FMG/PA 5) (December 14, 2020 to April 2, 2021)** in the **Ministry of Agriculture and Fisheries**, salary range \$4,148,351 - \$4,931,086 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Permanent Secretary (GMG/EMG 1), the Principal Finance Officer (FMG/PA 5), is responsible for the overall management of the Ministry's Finance and Accounts Division with duties including: -

- i) Principal advisor to the Financial Secretary on all financial matters relating to the Expenditure Budgets and other funds and assets under the control of the Ministry;
- ii) Ensuring the effective, efficient and economical use of the Ministry's funds in the fulfillment of its corporate objectives and in the pursuit of the implementation of the budget ensuring a high standard of probity, propriety, regularity, transparency, accountability and value for money.

Key Responsibilities

Management/Administrative

- Assists in the development and updating of Objectives and Strategies of the Ministry's Corporate Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Advises the Permanent Secretary and the Minister on the financial performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to Programme Managers;
- Represents the Permanent Secretary and the Ministry on Boards and Committees.

Technical/Professional:

Expenditure Budget Formulation

- Ensures that a budgeting system is in place and ensures that budgets are submitted within the timeframe set by the Ministry of Finance and the Public Service and in keeping with the Ministry's guidelines;
- Ensures that the budget is prepared in accordance with:
 - Ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
 - The objectives and strategies of the Ministry outlined in its Corporate Plan;
 - The national economic and policy priorities.
- Ensures that the Budget requests from the Divisions/Departments are closely analyzed 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 Plans;
- Ensures that the Budget requests in respect of para-statal bodies are also developed in accordance with the approved objectives and strategies, are realistic and supported by Implementation Plans;
- Ensures that guidance is given where necessary to Divisions/Departments, in the preparation of the narrative in support of the Budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Ensures that the consolidated Budget estimate of the Ministry and its Departments is submitted to MOF&PS in conformity with the prescribed guidelines and time schedule.

Revenue Budget Formulation

- Reviews in conjunction with Programme Managers the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc;
- Ensures the preparation of the annual Estimates of Miscellaneous Revenues and/or Appropriations-in-Aid in the format stipulated by the Financial Secretary;
- Has overall responsibility for cash management including:
 - Allocating the monthly and quarterly Warrants in accordance with agreed priorities
 - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - Ensuring that appropriations-in-aid, if any, are fully realised.
- Ensures that expenditure against the approved Budget is met from the Warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions and diverting departmental revenue etc.

Cash Management and Expenditure Control

- Reviews on an on-going basis all Bank Accounts to ensure that there are no large idle cash balances;
- Ensures that the Ministry's Portfolio deposits are duly accounted for and managed in accordance with agreed guidelines;
- Monitors the review of the Ministry's investments and ensures that recommendations for the investment of excess cash are sound and fully based on market research and other investment standards set by Ministry of Finance and the Public Service.
- Recommends cost-saving measures, and control systems for the operational use, maintenance and security of all assets under the control of the Ministry.

Planning, Monitoring and Reporting

- Analyses areas of risk in the Ministry's operations;
- Assigns resources to undertake special assignments;
- Ensures that sanctions are applied to accountable officers acting in non-compliance with the Legal and Policy Framework;
- Calls for periodic budget reviews in targeted Departments, Divisions and Agencies;
- Establishes special projects to effect improved public expenditure control and management as required;
- Assists the Permanent Secretary in the operation of an effective system of evaluating and monitoring of outstations;
- Ensures that there is a system for the maintenance of proper records of the Ministry's financial affairs, the preparation of monthly accounts, financial reports, and annual appropriation Accounts in accordance with the requirement of the Ministry of Finance and the Public Service and in keeping with the FAA Act;
- Ensures that proper accounting of project expenditure (specific reference to externally funded projects) to facilitate prompt "draw-downs" and close monitoring of the inflows of external receipts against budgetary targets;
- Puts in place a sound system of Management Accounting and reporting to meet operational requirements of the Ministry;
- Plans, organizes and directs the work of the Division, including overseeing the creation of the Division's Corporate and Operational Plans, and Budgets, and monitoring the Division's achievement against them;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action where necessary to improve performance and/or attaining established personal and or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Assists with the development and implementation of a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performed any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent presentation, oral and written communication skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Problem-solving skills
- Excellent interpersonal and influencing skills
- Good team building skills
- Excellent leadership attributes
- Excellent customer relations skills
- Customer quality focus

Technical

- Excellent knowledge of budgetary systems and procedures, especially the laws regulating principles and practices relating to Public Sector budget preparation and administration
- Excellent knowledge of the organization's policies and procedures
- Excellent knowledge of Government Accounting
- Knowledge of the FAA Act and Regulations
- Knowledge of the GOJ Procurement Guidelines
- Proficiency in Report Writing
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Accounting or Management Studies with Accounting or any equivalent, relevant qualifications from a recognized tertiary institution. At least five (5) years post qualification experience **OR**
- Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant (CPA) or any equivalent recognized professional qualification in Accounting, plus at least five (5) years post qualification experience **OR**
- Bachelor of Science Degree in Accounting or Management Studies with Accounting or any equivalent relevant qualification from a recognized tertiary institution, plus at least seven (7) years' experience in Accounting **OR**
- Associate of Science Degree in Accounting or Management Studies with Accounting (MIND) along with completion of the revised Government Accounting course, plus at least at least ten (10) years' experience in Accounting.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6.**

Email: hrm@micaf.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**