



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 319**

**OSC Ref. C. 4858<sup>36</sup>**

**8<sup>th</sup> December, 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 **Director, Accounts Payables & Payroll (FMG/PA 4)** in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Principal Finance Officer (FMG/PA 5), the Director Accounts Payables and Payroll (FMG/PA 4), is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements ensuring that:

- ✓ proper systems of internal control exist and are being adhered to;
- ✓ the Financial Administration and audit Act, its Regulations and Instructions are compiled;
- ✓ the services of both the Ministry's internal and external clients are performed efficiently, effectively and economically.

The incumbent is also responsible for the overall supervision of the Accounts Payable and Payroll Units of the Finance and Accounts Division of the Ministry and is the chief advisor to the Principal Finance Officer on all financial matters relating to accounts payable, payroll and other funds and assets under the control of the Ministry.

### **Key Responsibilities**

#### **Management/Administrative**

- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the Financial Year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;
- Represents the Ministry at meetings, conferences and other fora;
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the Regulations.

#### **Technical/Professional**

- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Ensures, where appropriate, that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank account;
- Ensures that an effective fair and proper system is in place for the prioritisation and settlement of accounts payable;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Plans, organises and directs the work of the Unit, including overseeing the creation of the Unit's Corporate and Operational Plans, and Budgets, and monitoring the Unit's achievement against them;
- Ensures that the Unit's staff have sufficient and appropriate Physical Resources to enable to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients;

- Ensures that the Unit provides a consistently high level of service to its clients.

### **Human Resource**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend 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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- 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;
- Performs any other duties that may be assigned from time to time by the Permanent Secretary or the Principal Finance Officer.

### **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 the organization's policies and procedures
- Excellent knowledge of Government Accounting and Financial Procedures
- Knowledge of the FAA Act and Regulations
- Proficiency in Report Writing
- Knowledge of the GOJ's Procurement Guidelines
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University (Post-graduate training in Accounting is an asset) **or**;
- ACCA Level 2 or 3, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

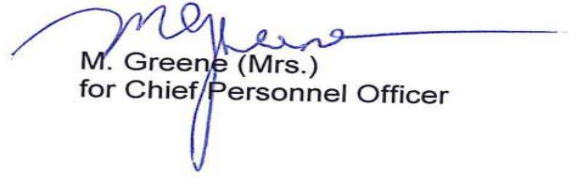
Applications accompanied by résumés should be submitted **no later than Monday, 21<sup>st</sup> December, 2020 to:**

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

**Email: [hrm@micaf.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer