



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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22nd February, 2021

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 following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Treasury Accountant (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Manager Accounting Standards and Policies (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Treasury Accountant (FMG/PA 2)

Job Purpose

The Accountant will ensure that the consolidated accounts are prepared according to the set regulations, laws, standards and guidelines and are presented to the Ministry of Finance and Public Service and other stakeholders on time.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Produce Government accounts which are accurate, comprehensive, timely and which present a true and fair picture of fiscal operations;
- Produce Management Accounts which facilitate and aid informed decision making in Government;
- Record and prepare Financial Reports which are accurate and complete in accordance with Government Accounting Principles and Professional Standards.

Key Responsibilities

Technical

- Gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal, statistical, and related data; posts and maintains journals, subsidiary, and control ledgers;
- Prepares monthly/quarterly/Annual Accounts of Government of Jamaica in accordance with prescribed standards, Accounting policies, regulations and procedures;
- Verifies transactions for proper classification;
- Prepares statements to inform management of the revenue, expenditure and deficit position of Government to facilitate mid-course correction, if required.

Required Knowledge, Skills and Competencies

The incumbent is a Senior Public Servant who represents the Government at all times, and who is expected to work with a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to determine priorities, and set medium and long term goals.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organisational performance.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.
- **Ability to work effectively under pressure**
- Comprehensive, in-depth knowledge of Accounting practices and applications;
- Knowledge of international Public Sector Accounting Standards IPSAS;
- Knowledge of Government Accounting;
- In-depth knowledge and experience in all areas of Financial Management;
- Comprehensive knowledge of Investment Strategies;
- Comprehensive knowledge and experience of GoJ operations and of public sector issues;
- Working knowledge of the Financial e Administration and Audit Act (FAA Act);
- Knowledge of banking operations.
- Knowledge of public treasury operations.

Minimum Required Education and Experience

- Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University; or; ACCA Level 2; or related. *Special consideration to be given to individuals with an ASc – Accounting, MIND, along with diploma in Government Accounting, MIND and a minimum of 5 years' experience in accounting*
- At least six (6) years of experience in a related field with at least three (3) years in a similar position;
- Experience in auditing

Special Conditions Associated with the Job

- Required to travel locally and internationally
- Pressured working conditions with numerous critical deadlines
- This position requires up to 60% travel.

2. Manager Accounting Standards and Policies FMG/PA 2

Job Purpose

The Manager, Accounting Standards and Policies ensures that the standard cash IPSAS is rolled out and in use by all Ministries, Departments and Agencies (MDAs); that the necessary training and monitoring is provided; it is implemented across Government to ensure compliance with standards that give a true and fair presentation and full disclosure of the affairs of the Government; and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To ensure that the AGD promotes standards that give a true and fair presentation and full disclosure of the affairs of the Government; including, among others, accounting standards, Chart of Accounts, payment processing, and internal controls;
- To ensure sustainable capacity building in the AGD and MDAs to include training, and the production of procedural rules and technical instructions, and the requisite supporting manuals.

Key Responsibilities

Technical

- Participates in the development/amendment, implementation and maintenance of, IPSAS compliant Government's Accounting Standards, Instructions, Policies and Procedures;
- Develops, revises or evaluates and approves Accounting and Financial Management Manuals and guidelines, handouts, brochures etc. for use in the Public Sector and ensures the proper distribution of these documents to the relevant officers;
- Co-ordinates the training needs analysis of Finance and Accounting Officers in the Public Sector;
- Collaborates with the Training and Development Manager to develop and deliver co-ordinated and integrated training programmes for Finance and Accounting Officers in the Public Sector;
- Creates system to monitor the effectiveness of training courses against standards, oversees the analysis of results, and takes corrective action in the event of poor results;
- Provides guidance to the AGD and MDAs on custody and maintenance of Chart of Accounts;
- Maintains relations between the Treasury and other Government Departments in accordance with defined procedures;
- Distributes Financial Regulations and issues Treasury Circulars so that there are adequate systems relevant to Public Financial Management for the general upkeep and maintenance of Accounting Systems;
- Conducts research and recommends changes to policies, procedures and systems to enhance PFM;
- Assists with the establishment of Internal Control Systems;
- Deputizes for the Director Standards and Policies as and when required;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

The incumbent is a Public Servant who represents the Government at all times; and is expected to work with a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to determine priorities, and set medium and long term goals.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.

- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Ability to work effectively under pressure**
- Comprehensive knowledge of Accounting practices and applications;
- Comprehensive knowledge of international Public Sector Accounting Standards IPSAS;
- Comprehensive knowledge of the FAA Act and other relevant Acts and regulations;
- Knowledge of Government Accounting;
- Comprehensive knowledge of the public finance legal framework;
- Comprehensive knowledge and experience of GoJ operations and of public sector issues.

Minimum Required Education and Experience

- Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University; or; ACCA Level 2; or related. *Special consideration to be given to individuals with an ASc – Accounting, MIND, along with diploma in Government Accounting, MIND and a minimum of 5 years' experience in accounting.*
- Six (6) years of experience in a related field with at least two (2) years in a similar position;
- Sound understanding of the public expenditure policy environment and the aims and methods of public sector modernization.

Special Conditions Associated with the Job

- Required to travel locally (this position requires up to 40% travel);
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 5th March, 2021 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**