



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 109**  
**OSC Ref. C. 4664<sup>12</sup>**

**24<sup>th</sup> March, 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 **vacant** post of **Disbursement Analyst (FMG/PA 2)** in the **Accountant General's Department (AGD)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Disbursement Analyst is the manager with responsibility for ensuring the requisite checks and balances in the processing of all requisitions and withdrawals (Public Debt, Recurrent, Capital and Statutory) as they relate to the warrants. The Disbursement Analyst closely monitors, analyses reports on, and recommends improvement in the central payment processing of all payments by the Treasury. He/she will highlight any trends which would factor into projections for the Government of Jamaica's (GOJ's) budgeting process. The incumbent oversees the work of the Disbursement Officer, ensuring that the requisite payments are made in accordance with approved budgets and contractual Agreements.

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

- To constantly monitor the Consolidated Fund Account to ensure that all requisitions and withdrawal orders for expenditure are properly prepared and authenticated;
- To ensure that comprehensive and accurate records of all financial transactions are kept for reporting and analysis;
- To provide information to assist in facilitating the funding of the CPA to support the approved warrants and associated schedule;
- To assist with the requisite disbursements/GoJ expenditure on behalf of all Ministries, Departments and Agencies (MDAs) in keeping with approved budgets and timeline;
- To establish and maintain systems and procedures to monitor, capture and reconcile all financial transactions, ensuring compliance with GoJ standards and the relevant statutes and regulations (FAA Act, etc.);
- To maintain systems, procedures and controls to prevent overpayments and/or dysfunctions.

**Key Responsibilities**

***Technical:***

- Provides technical advice to the Director, Centralized Disbursement and the Assistant Accountant General, Revenue and Expenditure;
- Monitors to ensure that all payment made from the Consolidated Fund is done based on an authorized warrant;
- Monitors to ensure that all requisitions and withdrawals are authenticated by the Auditor General;
- Ensures permission is sought from the Auditor General to adjust funds incorrectly lodged to the Consolidated Fund;
- Monitors to ensure that the CPA and Subsidiary Accounts are reconciled on a daily basis;
- Checks the preparation of Statutory Financial Statements of the Government and any other statements of account required by the Minister of Finance and the Public Service;
- Prepares the relevant Financial Management Reports, Special Reports, Forecasts and Statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and MDAs, as well as Financial Institutions, in accordance with defined procedures;
- Monitors warrants to ensure that MDAs do not spend more than the allotted amounts;
- Conducts analysis of GOJ's expenditure and reports trends.

**Strategic Leadership:**

- Monitors staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit's performance targets;
- Deputizes for the Director, Centralized Disbursements, when required.

**Human Resource Management:**

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Division's Operational Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of the Unit's staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results Focus
- Sound integrity

**Technical:**

- Good knowledge of required Legislations, Policies and Procedures
- Comprehensive knowledge of Accounting practices and applications
- Knowledge and experience in all areas of financial management
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

**Managerial:**

- Strong leadership skills
- High emotional intelligence skills
- Strong performance management skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Three (3) years' experience working in a supervisory level in Accounting or Finance;
- Experience analyzing financial performance of an organization;
- Experience in Budget Management.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Thursday, 8<sup>th</sup> April, 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](mailto: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**