



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 120
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7th April, 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 be assigned to the post of **Senior Financial Analyst (FMG/PA 3) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**, salary range \$2,453,125 – \$2,915,995 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 Senior Financial Analyst (FMG/PA 3) is responsible for monitoring and evaluating the Ministry's and Public Bodies' financial performance and operations including procurement, cash and bank to ensure that:

- ✓ Limited resources are allocated to its priorities;
- ✓ Expenditure is kept within the voted provision;
- ✓ The entity's finances are managed efficiently and effectively in accordance with the public, finance, legal and policy framework;
- ✓ The capacity of the portfolio entity is strengthened to manage their finances and support systems;
- ✓ There are adequate internal controls.

Key Responsibilities

Technical/Professional:

- Monitors and reviews expenditure of Entity to ensure that it is within the limits of the Budget;
- Examines Portfolio Entity's Procurement Practices to ensure compliance;
- Provides the Principal Finance Officer (PFO) with periodic Budget Variance Reports on portfolio entities;
- Ensures that Portfolio Entity is compliant with legislation governing its operations;
- Reviews Internal Audit Report to identify areas to be strengthened;
- Provides assistance on technical accounting issues raised by portfolio entities;
- Ensures the timely submission of the monthly and annual Financial Statements by Portfolio Entities within the statutory deadline;
- Reviews the accuracy and adequacy of the Entity's monthly and annual Financial Statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the PFO on financial and accounting issues in respect of the portfolio entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance;
- Analyses requests for operation of new bank accounts;
- Analyzes request for investments;
- Analyzes requests for Imprest or increase/decrease to Imprest levels;
- Analyzes requests for use of credit cards or increase/decrease to credit ceiling;
- Reports to the PFO issues of concern in Cash Management;
- Monitors compliance with stipulated down fees and charges;
- Analyzes entities monthly revenue financial statements;
- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances, and agreeing ways to achieve increased revenue in the future;
- Undertakes financial analysis to allow the PFO to provide comments on Cabinet Submissions and draft bills;
- Ensures that staff needs are clearly identified and addressed in timely manner;
- Ensures staff performance meets or exceeds set targets.

Human Resource:

- Monitors and evaluates the performance of reporting team members, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and or organizational goals;

- 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;
- Makes recommendation of organizational structural changes where identified
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work in teams
- Excellent time management skills
- Excellent customer and quality focus skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good analytical and financial monitoring skills
- Good grasp of GOJ's budgeting and planning processes
- Expertise in accruals accounting
- Sound knowledge of the GOJ Procurement Policy
- Knowledge of generally accepted accounting principles
- Proficiency in the use of spreadsheets and other computerized systems

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**;
- 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 Tuesday, 20th April, 2021 to:**

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

E-mail: hrm@moa.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**