



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 163**  
**OSC Ref. C.6210/S5<sup>19</sup>**

**17<sup>th</sup> May, 2021**

### **RE-ADVERTISEMENT**

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 **Director, Financial Accounts (FMG/PA 3)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Principal Finance Officer, the Director, Financial Accounts is responsible for:

- ✓ Managing the Accounts Payable and the Payroll Units, as well as the financial resources of the Finance and Accounts Division in the furtherance of its Strategic Objectives;
- ✓ Ensuring that proper systems and procedures are in place for accurately capturing all Accounts Payable, receipts and revenue in the correct period to which they relate;
- ✓ Ensuring that proper systems and procedures are in place for the accurate and timely settlement of Accounts Payable, Payroll and all other payments and that such payments are made in accordance with the Financial Administration and Audit Act (FAA), its Regulations and Instructions;
- ✓ Providing expert financial advice to the Ministry's Senior Management Team, thereby facilitating the smooth, effective and efficient financial operations of the Ministry.

### **Key Responsibilities**

- Manages the daily activities of the Payroll, Accounts Payable and Disbursement Units ensuring that:
  - ✓ Proper systems of internal control exist and are being adhered to;
  - ✓ The Financial Administration and Audit Act (FAA), its Regulations and Instructions are complied with;
  - ✓ The service to both the Ministry's internal and external clients are performed efficiently, effectively and economically.
- Assists in the preparation of Audit query responses in addressing issues/concerns raised in the Auditor General's Reports;
- Participates in the quarterly evaluation of the performance of Programme/Sectional Managers in achieving the objectives and strategies in the Strategic Operational Plan;
- Prepares special and other reports as necessary;
- Represents the Principal Financial Officer at meetings, conferences, workshops and seminars as required;
- Communicates/facilitates discussions with other Managers within the Finance and Accounts Department to accomplish the Strategic Objectives of the Unit;
- Ensures that proper systems and procedures are in place for accurately capturing all Accounts Payable in the correct period to which they relate;
- Reviews constantly 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 financial year;

- Conducts tests to ensure that all Accounts Payable and accrued expenses are being accurately captured and brought to account within the period to which they relate;
- Ensures that proper systems and procedures are in place for the accurate and timely settlement of Accounts Payable, Payroll and all other payments and that such payments are made in accordance with the Financial Administration and Audit (FAA) Act, its Regulations and Instructions;
- Monitors to ensure that there is an adequate system for checking, certifying and authorizing payments, in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Ensures that Monthly and Annual Returns are accurate and uploaded to the Tax Administration Jamaica (TAJ) Portal by their due dates;
- Ensures that deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- 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, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Strategic and Operational Plans, Budgets and monitors the Unit's achievement against them;
- Develops and manages the performance of the Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them;
- Evaluates the performance of Direct Reports;
- Sets agreed individual performance targets;
- Monitors performance and provides feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent leadership and team building skills
- Excellent analytical and judgment skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent problem solving skills
- Excellent interpersonal and influencing skills

#### ***Technical:***

- Excellent knowledge of Government of Jamaica accounting principles, guidelines and laws
- Excellent skills in operating computerized accounting and payroll systems
- Excellent knowledge of the FAA Act its instructions and Regulations
- Excellent knowledge of the Staff Orders and the Foreign Service Orders

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration from a recognized 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 Monday, 31<sup>st</sup> May, 2021 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
21 Dominica Drive  
Kingston 5**

E-mail: [hrmassistant@mfaft.gov.jm](mailto:hrmassistant@mfaft.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**