



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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3rd June, 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/be assigned to the following posts in the **Finance Accounts Division, Ministry of Industry, Investment and Commerce**:

1. **Director, Management Accounts (FMG/PA 3) (Vacant)**, salary range \$2,453,125–\$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Payroll Officer (FMG/AT 3) (Vacant)**, salary range \$1,145,582–\$1,361,737 per annum and any allowance(s) attached to the post.
3. **Financial Account (FMG/AT 3) (Not Vacant)**, salary range \$1,145,582–\$1,361,737 per annum and any allowance(s) attached to the post.

1. **Director, Management Accounts (FMG/PA 3)**

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Director, Management Accounts (FMG/PA 3), is responsible for the preparation and implementation of the Ministry's Cash and Accrual Budgets.

The incumbent is also responsible for establishing and operating effective Budgeting and Cash Management Systems; supervising the Management Accounts Unit of the Finance and Accounts Division of the Ministry and to be the Chief Advisor to the PFO on all Management Accounting matters relating to the Expenditure Budgets and other funds and assets under the control of the Ministry

Key Responsibilities

Management/Administrative:

- Advises the PFO on the Financial Performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistant to Programme Managers;
- Assists in the development and updating of objectives and strategies of the Ministry's Corporate Plan;
- Participates in the Quarterly Evaluation of the performance of Programme Managers;
- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Corporate and Operational Plans and Budgets and monitors the Unit's achievement

Technical/Professional:

Expenditure Budget Formulation:

- Maintains a Budgeting System that fits into a timetable and delivers Expenditure Budgets according to guidelines issued by the Ministry of Finance and the Public Service;
- Prepares draft Expenditure Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such Budgets are prepared in accordance with:
 - The ceilings and guidelines outlined in the Budget Call issued by the Permanent Secretary;
 - The objectives and strategies of the Ministry as outlined in its Corporate Plan;
 - The National Economic and policy priorities;
- Analyses the Budget requests from Divisions/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic implementation plans where applicable;
- Analyses the Budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by Implementation Plans, where applicable;
- Provides guidance where necessary to Divisions/Departments, in the preparation of the

narratives in support of the Budget allocations to ensure that it brings out the specific purposes and performance indicators given in the Corporate Plan;

- Submits the consolidated draft Budget estimates to the Principal Finance Officer ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Public Expenditure Division of the Ministry of Finance within the stipulated deadline.

Revenue Budget Formulation:

- Reviews in conjunction with Programme Managers the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.;
- Prepares Annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Permanent Secretary.

Overall Ministry Accrual Budgets:

- Prepares in accordance with the guidelines of the Ministry of Finance and the Public Service the following Budget Statements for the Ministry:
 - Income and Expenditure
 - Balance Sheet
 - Cash Flow
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within Budgetary limits and that there is:
 - High standards of performance;
 - Value for money is achieved in the Management of Public Finances;
 - Projects are completed on time and within Budget.

Cash Management:

- Implements and operates an effective Cash Management System which includes:
 - Allocating the monthly and quarterly warrants in accordance with agreed priorities;
 - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
 - Ensuring that Appropriations-in-Aid, if any, are fully realised;
 - Ensuring that expenditure against the approved Budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting Departmental revenue etc.;
 - Reviewing on an on-going basis all balances on Bank Account Statements to ensure that there are no large idle cash balances.

Expenditure Management and Control:

- Establishes and operates a sound system for Budget implementation which will ensure proper expenditure management and control in the Ministry, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the instructions there from;
- Monitors the implementation of the Budget of Portfolio entities to determine whether:
 - Budgetary funds are being utilised for the purposes approved by Parliament;
 - Budgetary funds are efficiently, effectively and economically being used;
- Evaluates in conjunction with the Corporate Planning Unit, physical and financial performance in the implementation of the Capital Projects as well as activities in the recurrent Budget.

Revenue Management and Control:

- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; employees authorised measures to improve collections and bring it in line with targets;
- Ensures that all revenues collected and payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Puts in place a sound system of Management Accounting and reporting to meet operational requirements of the Ministry.
- 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.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends 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;
- Conducts workshops, provides training and continuous monitoring and coaching of Budget Officers and other stakeholders of various Agencies and Departments of the Ministry with respect to Budget preparation and management;
- Performs any other duties that may be assigned from time to time.

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 Budgetary Systems and procedures, especially the laws regulating principles and practices relating to Public Sector Budget preparation and administration
- 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
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications

Minimum Required Education 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.
- Experience in Government Financial Accounts and Ledger maintenance will be an asset.

2. Senior Payroll Officer (FMG/AT 3)**Job Purpose**

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Senior Payroll Officer (FMG/AT 3) is responsible for the control and payment of salaries and wages and ensuring that there is conformity in accordance with the FAA Act.

Key Responsibilities**Technical/Professional:**

- Maintains earning record and other related salaries particulars;
- Checks and computes salaries;
- Maintains and balances salary control and ensures that payroll balances with control or an activity by activity basis;

- Maintains records of salary particulars on each member of staff and ensures that valid information is recorded;
- Ensures that advances and overpayment of salaries are prompt;
- 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
- Ability to work in teams
- Good interpersonal skills
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills

Technical:

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant computerized payroll software and other software
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook)
- Knowledge of Internal Controls
- Knowledge of payroll processing and administration

Minimum Required Education and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

3. Final Accountant (FMG/AT 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Final Accountant (FMG/AT 3), is responsible for the preparation of and consolidation of the Accounting Statement from Agencies, statutory bodies and funds of the Ministry for which the Ministry has accounting responsibilities. The incumbent is also responsible for posting journals in pursuance of preparing the accounts and generating the requisite Financial Statements of the Ministry.

Key Responsibilities

Management/Administrative:

- Maintains the Accounting and Financial Records of the Ministry;
- Participates in the preparation and maintenance of the Operational/Procedural Manual;
- Assists in drafting responses to audit queries.

Technical/Professional:

- Certifies payment vouchers, journal entries, receipts and lodgements on the FinMan ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Posts in the accounts all journal vouchers for salary, advance clearance and other adjustments in respect of the month;
- Ensures that the accounts of the Agencies, statutory bodies and funds are prepared on time;
- Ensures that all monies received by the Cashier are properly brought to Account;

- Contacts Programme Managers on any matter pertaining to bills, vouchers submitted for clearance of advance which required explanation or clarification for it to be accepted;
- Visits outstations to verify that lodgements made against collections are reconciled;
- Submits monthly, quarterly, annual and special purpose Reports to Director Final Accounts and Reporting.
- 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
- Ability to work in teams
- Good interpersonal skills
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving skills
- Good Time Management skills
- Customer and quality focus

Technical:

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Government Accounting
- Competence in the use of spreadsheets and computerized Accounting Systems
- Proficiency in the relevant computer applications
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Able to prepare Financial Statements
- Competent in preparing Financial Reports

Minimum Required Education and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Wednesday, 16th June, 2021 to:**

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

Email: 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**