



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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23rd 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 the **vacant post of Manager, Financial Analysis, Systems Management and Compliance (FMG/PA 3)** in the **Ministry of Transport and Mining**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Principal Finance Officer, the incumbent will have the responsible of:

- Developing, managing, implementing and maintaining the Compliance and Post Audit Programmes, providing strategies to ensure compliance, transparency and probity in the application of the Ministry's standards, regulations, policies and laws, as they relate to the Ministry and Portfolio entities operations;
- Monitoring and evaluating Financial Management Systems within the Ministry of Transport and Mining and Portfolio entities while providing support services through the proper administration of all computerized Financial Systems to optimize the use of technological resources of the Finance and Accounts Division;
- Advising the Principal Finance Officer on the financial performance and status of the Ministry through in-depth analysis of the Ministry's Financial Statements for the purpose of assisting in the managerial decision making process;
- Providing administrative support and undertaking special assignments on behalf of the Principal Finance Officer by performing specific accounting tasks that facilitate the proper financial operation, management and control of the Ministry.

Key Responsibilities

Technical/Professional:

- Provides strategic leadership in developing, managing and guiding the strategies for monitoring the Ministry and Portfolio entities to ensure they operate in accordance with the requisite laws, regulations, policies and procedures and to minimize the instances of fraud and misappropriation of funds and assets;
- Acts as the catalyst for improving and enhancing compliance in the Ministry and Portfolio entities by developing on-going strategies which identify weaknesses in financial and operating systems;
- Develops comprehensive strategies to correct weakness identified and appropriate monitoring mechanisms;
- Develops and monitors compliance standards and mitigation strategy framework;
- Directs and co-ordinates the in-depth analysis of Financial and Management Reports from the Ministry and Portfolio entities to identify issues of non-compliance and suspicious activities;
- Developing corrective strategies to minimize loss, fraud or misappropriation of Ministry and Portfolio entities financial and physical assets;
- Directs and manages plans, strategies and actions to recover lost or misappropriated assets belonging to the Ministry, and initiating the intervention of the appropriate Authorities (Fraud Squad etc.), where necessary;
- Ensures accurate preparation and prompt responses to Auditor General, Internal Auditors and other External Auditors;
- Directs and co-ordinates the implementation of corrective action resulting from the post Audit Analysis of audit findings by the Auditor General, Internal Auditors and other External Auditors;
- Directs and manages scheduled compliance and post Audit reviews of Departments and Portfolio entities to monitor compliance with laws, regulations, practices and procedures of the Ministry;
- Collaborates with Internal Audit Unit to identify areas requiring close Post Audit monitoring to ensure compliance;

- Develops training and programmes to strengthen compliance of Financial Managements Systems of the Ministry and Portfolio entities and to provide awareness of existing policies, procedures, laws and regulations;
- Ensures that the policies, procedures and systems guiding the operation of the Division are routinely reviewed, documented, updated and appropriate manuals filed electronically and in hardcopy;
- Leads the Ministry's investigation into matters related to fraud and criminal actions, ensuring that the appropriate records and documents are properly secured;
- Conducts due diligence; using this information to develop analyses, projections and reports regarding the impact of any designated action on the Ministry;
- Applies cost benefit analysis to programmes and activities and recommends relevant actions;
- Monitors and evaluate Financial Management Systems within the Ministry of Transport and Mining and Portfolio entities to ensure cost analysis process:
 - ✓ Establishing and enforcing policies and procedures
 - ✓ Providing trends and forecasts
 - ✓ Explaining process and techniques
 - ✓ Recommending actions
- Identifies financial status by comparing actual results with plans and forecasts;
- Recommends actions by analyzing and interpreting data, making comparative analysis and studying proposed changes in methods, processes and/or material;
- Analyzes and interprets all Financial Statements that are submitted to include comparative analyses and makes recommendations;
- Develop/reviews financial modeling and forecasts techniques;
- Administers the Ministry's Investment Portfolios; manages and invests any deposits or other funds;
- Provides assistance on technical accounting issues raised within the Ministry or by Portfolio entities;
- Analyzes requests for operation of new Bank Accounts;
- Analyzes requests for Imprest or recommends increase/decrease to Imprest levels;
- Analyzes requests for use of Credit Cards or increase/decrease to credit ceiling;
- Verifies the accuracy of 'draw down claims' prior to sign off by Principal Finance Officer;
- Sets up authorized users on the system;
- Monitors, controls and administers the security and back up procedures for the Finance and Accounts Division;
- Assists in the provision and maintenance of manuals/user guides, Chart of Accounts, etc. to users to assist them in the execution of their duties;
- Executes the procedures for the opening and closing period;
- Adapts the system to meet the needs of the Ministry through customization and setting up of special procedures;
- Manages the Financial Systems hardware and software in accordance to accounting practices and optimize the use of technological resources;
- Ensure systems are automated to improve efficiency and effectiveness of Financial Systems.

Management/Administrative:

- Provides administrative support to the Principal Finance Officer by performing specific accounting tasks related to the financial monitoring and reporting;
- Directs and co-ordinates the development and implementation of the Unit's Corporate and Operational Plans ensuring that the overall Strategic Objectives of the Ministry and the Division (including compliance strategies) are achieved;
- Collaborates with the Departments of the Finance and Accounts Division and Internal Audit Unit to ensure quality, performance monitoring and reporting arrangements are integrated with arrangements for risk, financial management and auditing;
- Prepares Monthly, Quarterly, Annual and Special Reports on compliance, system management and the financial affairs of the Ministry and Portfolio entities;
- Provides assistance on technical accounting issues raised by Portfolio entities;
- Reports to the Principal Finance Officer issues of concerns in Cash Management;
- Develops and monitors Annual Budget;
- Reviews existing laws, regulations and policies related to compliance ensuring knowledge and best practices are current and up-to-date with the latest requirements;
- Reviews new laws, policies and regulations relating to the issue of non-compliance and financial management;
- Identifies issues of non-compliance and recommends strategies and changes to the systems and procedures to minimize future breaches;
- Identifies and forecasts future trends for non-compliance and puts in place prevention strategies to enhance compliance;

- Tracks outcome of corrective action taken and ensures compliance;
- Ensures that violations and potential violations are duly reported to the relevant Authority;
- Institutes and maintains an effective Communication Programme for compliance within the Ministry and Portfolio entities;
- Analyses trends and forecasts possible changes in the existing trends;
- Develops compliance strategic objectives in keeping with the Ministry's guidelines;
- Updates job knowledge on issues of compliance by attending workshops, seminars and meetings;
- Liaises with other investigative entities in matters involving the Ministry;
- Collaborates with Law Enforcement Officers, provides witness statements for Court matters involving the Ministry and attend Court to give evidence;
- Conducts follow up and monitors matter in Court which the Ministry is involved;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent analysis, research and evaluation skills
- Excellent financial management skills
- Excellent customer and quality focus skills
- Excellent planning and organizing skills
- Excellent problem solving and decision making skills
- Sound Ethics and integrity

Technical:

- Knowledge of existing laws, policies and regulations guiding the operation of the Ministry and Portfolio entities
- Knowledge of existing fraud related and money laundering legislations
- Knowledge of Government of Jamaica's Financial Management and Procurement Systems
- Ability to deal calmly, diplomatically and tactfully with the public and staff under stressful conditions
- Ability to maintain confidentiality in matters of a sensitive nature
- Ability to manage multiple projects/assignments effectively
- Knowledge of compliance strategies, techniques and monitoring skills
- Proficiency in the use of relevant Microsoft Office applications and computerized accounting systems
- Ability to train users on the functionality of the system
- Ability to identify tasks which require automation
- Ability to adapt and respond to change with agility
- Expertise in accrual accounting
- Ability to compile and prepare narrative and Statistical Reports
- Ability to cope well under pressured working conditions and to meet deadlines

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 Tuesday, 6th July, 2021 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**