



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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17th 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 **Senior Loans Officer (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 Senior Loans Officer is responsible for the checking and certification of all approved loans within their Portfolio, processed by the Loans Officers; and the preparation and dispatch of the requisite reports and statements.

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

- To check and certify all loans in a timely manner in accordance with the stipulated guidelines;
- To record the receipt of all repayments directly from MDAs or from Cashiers;
- To ensure that reports and statements are accurately prepared and submitted within the agreed timeline.

Key Responsibilities

Technical:

- Examines applications for eligibility;
- Liaises with or conducts interviews with new customers;
- Verifies loan accounts updated by Loan Officers;
- Makes recommendation to Approving Officers for approval of loans (Salary Advance, Motor Vehicle Insurance & Motor Vehicle Repair only);
- Requests the preparation of payment vouchers once applications are checked and verified, including for refunds, transfers etc.;
- Certifies payment vouchers prepared;
- Ensures a Register of all loan applications is maintained;
- Ensures that Loans are operating within the terms of Loan Contracts;
- Records all repayments submitted to the AGD from an MDA or an individual in respect of the Loan Portfolio;
- Ensures that all motor vehicles for which there are ongoing payments under the Motor Vehicle and Motor-vehicle Insurance Loan facilities, are comprehensively insured during the period that the Accountant General's Department maintains an interest in such a vehicle (motor vehicle only);
- Registers all motor vehicles with the Companies Office's National Security Interest in Personal Property(NSIPP) (motor vehicle only).

Leadership:

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the performance of staff supervised;
- Leads in the smooth and efficient operation of loans processing through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Contributes to the establishment of internal control processes required to manage and grow the loans processing function;
- Meets or exceeds performance targets.

Human Resource Management:

- Plans, organizes and directs the work of staff supervised by participating in the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that 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 direct reports;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skill/competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for staff 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 staff supervised are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Managing the Customer Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Accuracy and attention to details**
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department in a consistent, effective and efficient manner
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills
- Ability to work effectively under pressure

Desirable:

- Public sector experience
- Worked in a supervisory position
- Knowledge of public treasury operations

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;

- At least four (4) years' experience working in accounts in a similar capacity with at least two (2) years in loan processing, and at least one (1) year in a supervisory position;
- Comprehensive knowledge of Government Accounting procedures;
- Working knowledge of relevant computer system and applications;
- Good knowledge of Staff Order and the FAA Act.

Special Conditions Associated with the Job

- Will be required to travel locally (up to 40%).

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th June, 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

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**