



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 216

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1st July, 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 **Director, Management Accounts (FMG/PA 4) - (July 28, 2021 to August 31, 2021)**, in the **Ministry of Transport and Mining**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Principal Finance Officer, the incumbent will be responsible for the preparation and implementation of Ministry's Budgets in accordance with:

- ✓ Its approved Corporate Plan;
- ✓ The guidelines prescribed by the Financial Secretary;
- ✓ The priorities and policies of Government.

He/she will ensure that Accrual Budgets for the Ministry and its Agencies are prepared in accordance with International Public Sector Accounting Standards (IPSAS) comprising of the following:

- ✓ Accrual Statement of Financial Position (Balance Sheet)
- ✓ Accrual Statement of Financial Performance (Profit & Loss)
- ✓ Cash Flow Statement

The incumbent will also:

- ✓ Establish and operate an effective Budgeting and Cash Management Systems;
- ✓ Establish and maintain appropriate systems and procedures to facilitate the overall management of Accounts Receivables;
- ✓ Supervise of the Management Accounts Section of the Finance and Accounts Division in the Ministry.

He/she will also be the Chief Advisor to the Principal Finance Officer on all Management Accounting matters relating to the expenditure budgets and other funds and assets under the control of the Ministry

Key Responsibilities

- Advises the PFO on the Financial Performance and status of the Ministry;
- Provides expert advice to Programme Managers as required;
- 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 in achieving the objectives and strategies in the Corporate Plan;

Ensures that Budgets and Cash Flows are prepared in line with the Ministry of Finance and the Public Service (MOFPS) guidelines, as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability by:

- Maintaining a Budgeting System that fits into a timetable and delivers expenditure Budgets according to guidelines issued by the MOFPS;
- Communicating to all entities the directives for the preparation and submission of estimates to the Budget Division, in the prescribed format, with supporting documentation/justification and within the established deadline;
- Managing the collection, detailed examination and analysis of proposals, ensuring that the specific purposes and performance indicators reflect the linkage to the Corporate Plan for submission to the Ministry of Finance and Public Service;
- Preparing 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 Financial Secretary
- ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan
- ✓ The national economic and policy priorities.
- Analyzing 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 are supported by the Implementation Plan, where applicable;
- Analyzing the Budget requests from Agencies/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 Plan, where applicable;
- Rationalizing and prioritizing activities to match ceilings given by the MOFPS;

Directs and ensures the preparation of the Carry-on-Provision and Annual Cash Flow Forecasts, for presentation to the MOFPS, in the prescribed format, for the three (3) Heads of Estimates, ensuring that all schedules are completed in its entirety by:

- Ensuring that for the Capital Projects the tasks to be undertaken within specified time periods are realistic and reflected on the Work Implementation Schedules, and correlate also with the sums forecasted;
- Preparing Budget revisions according to the MOFPS guidelines and expenditure patterns including annual and multi-year commitments;
- Providing advice and guidance to Ministry's Managers on Budget preparation, the status and availability of funds and interpretation of Financial Data;
- Providing Variance Reports to the PFO for major deviations appearing between the approved Budget and actual performance, analyzing the reasons for such deviation and recommendations for new or revised Budget procedure;
- Providing guidance where necessary to Agencies/Departments, in the preparation of the narratives in support of the Budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submitting to the MOFPS draft budget in respect of the Ministry, its Departments and Agencies after its review and approval by the Permanent Secretary;

Monitors and analyzes the performance by the Ministry and its entities on Budget against Budgeted allocations by:

- Monitoring and analysing commitments and monthly expenditure reports, to determine the trend of expenditure, its variances and the reasons for these variances; and advising/making recommendations to the PFO of the corrective action to be taken;
- Reviewing the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Analyzing Miscellaneous Revenues and any other Non-Tax Revenue Estimates that are the responsibility of the Ministry to ensure that they reflect maximum efforts towards revenue mobilization;
- Preparing Annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Preparing guidelines the following Budgets for the Ministry in accordance with the MOFPS:
 - ✓ Income and Expenditure Budget
 - ✓ Balance Sheet
 - ✓ Cash Flow Statements

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 and projects are completed on time and within Budget by:

- implementing and operating 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 realized.
- Ensuring that expenditure against the approved Budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting Departmental revenue etc.;
- Reviewing on an on-going basis, all Bank Accounts to ensure that there are no large idle cash balances;
- Establishing and operating 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;
- Putting in place a mechanism to monitor the implementation of the Budget relating to para-statal bodies. Obtaining and analyzing the monthly reports to determine whether the funds

have been utilized for the specific purposes indicated in the approved Budget and whether these funds have been efficiently utilized;

- Evaluating physical and financial performance in the implementation of the Capital Projects and other programmes in the recurrent Budgets;
- Ensuring that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; authorized measures are employed to improve collections and bring it in line with targets;
- Ensuring that all revenues collected payable to the Accountant General's Department for miscellaneous revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Putting in place a sound system of Management Accounting and reporting to meet operational requirements of the Ministry;

Manages the Management Accounts Section of the Finance and Accounts Division in the achievement of its objectives by:

- Planning, organizing and directing 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;
- Developing and managing the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensuring that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintaining effective working relationships with external and internal stakeholders and clients;
- Ensuring that the Unit provides a consistency high level of service to its clients;
- Conducting Performance Evaluation for staff within the Unit;

Monitors Portfolio Entities' Financial Performance to ensure that expenditure is within the voted provision and has been applied so as to achieve the desired outcomes and value for money by:

- Ensuring that expenditure of entity is monitored and reviewed and that it is within the limits of the Budget;
- Providing the PFO with periodic Budget variance reports on Portfolio entities;
- Ensuring proper administration of the Ministry's Investment Portfolio;
- Providing assistance on technical accounting issues raised by Portfolio entities;
- Ensuring that timely submission of the monthly and Annual Financial Statements by Portfolio entities within the statutory deadlines;
- Ensuring that the entities' Monthly and Annual Financial Statements are adequate and accurate based on cross checks, data manipulation and using all information and knowledge of the Portfolio available;
- Providing regular reports to the PFO on Financial and Accounting issues in respect of Portfolio entities, including rating them on the accuracy and timeliness of their reports as well as on their Financial Performance;
- Analyzing requests for operation of new Bank Accounts;
- Analyzing requests for investments;
- Analyzing requests for use of Credit Cards or increase/decrease to credit ceiling;
- Monitoring compliance with laid down fees and charges;
- Analyzing entities monthly revenue Financial Statements;
- Monitoring actual revenue collected against Budgeted revenue, discussing reasons for significant variances, and agreeing ways to achieved increased revenue in the future;

Ensures proper monitoring of the financial progress of externally funded projects, maintenance of relevant financial records for all such projects ensuring accuracy in reporting to multilateral agencies and timeliness in the draw down revenue due to Government of Jamaica (GOJ) by:

- Ensuring detailed ledgers and other relevant documentation of externally funded projects being implemented;
- Ensuring that there is constant liaison with the relevant agencies Financial Managers and Project Accountants regarding the timely receipts of Financial Data for updating of Ledgers;
- Verifying the accuracy of "Draw down claims";
- Ensuring that contracts with appropriate Agency and external stakeholders are maintained to guarantee that revenues due are disbursed within specified time frames and are properly accounted for;

Ensures that the Ministry's Investment Portfolio is managed in accordance with GOJ Investment policies in order to ensure that the Ministry's income earning capacity is maximized by:

- Conducting a detailed analysis of sums held in the Deposit and Expenditure Clearing accounts in an effort to identify 'idle' funds which can be invested;
- Negotiating and liaising with approved financial institutions in order to access the best possible market rates for funds identified for investment;
- Submitting to the PFO recommendations for approval of investments to be made;
- Ensuring that the investments are concentrated in the safest types of securities and diversifying the investment Portfolio so as to minimize the potential losses on individual securities;
- Ensuring that a complete and accurate documentation and records of the investment Portfolio is maintained in accordance with the FAA Act & MOFPS guidelines;

Ensures collection of funds, issuing of receipts and lodgements are made to relevant Bank Accounts by:

- Ensuring cash/cheque received are properly classified and inserted on the Government Financial Management System (GFMS) and lodged promptly to the relevant bank account and receipts issued for funds collected;
- Directing the preparation of the explanations for expenditure variances against Budgeted provisions in relation to the Ministry's three (3) Heads of Estimates, by project/ activity and object of expenditure on an annual basis;
- Authorizing payment and Journal Vouchers on the Financial Management System.

Required Knowledge, Skills and Competencies

- Excellent financial and analytical skills
- Good grasp of GOJ expenditure control and budgetary and planning processes
- Excellent knowledge in accrual accounting
- Good analytical and problem solving skills
- Excellent leadership and team building skills
- Excellent judgement, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent communication skills
- Excellent skills in operating computerized accounting systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University (Post-graduate training in Accounting is an asset) **or**;
- ACCA Level 2 or 3, **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 Wednesday, 14th 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.



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