



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 214
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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 fill the **vacant** post of **Project Accountant (FMG/PA 3)** in the **Accountant General's Department**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

The Treasury Deposits Unit (TDU) is a Unit within the Financial Resources Division (FRD) of the Accountant General's Department (AGD). The TDU is responsible for receiving, accounting for and maintaining special funds pending repayment or application to the purposes for which they were deposited, as established by law or agreement. As custodian, the TDU is required to manage the funds under its control (and does so by placing monies in designated bank accounts or on deposit) and to provide financial reporting which indicates all sums standing to the credit of each matter, for which proceeds were received by the AGD. The financial reporting requirements of the TDU are largely set out in section 24H of the Financial Administration and Audit (FAA) Act, which requires the preparation of Statements A and G in respect of each Financial Year.

The Financial Administration and Audit (FAA) Act, section 14A, also empowers the AGD to make advances to 'public bodies, institutions, or individuals' and indicates that these advances are recoverable within a period not exceeding twelve (12) months after the end of the Financial Year in which such advances are made. Additionally, the TDU funds loans which have been approved for disbursement Public Officers.

Notwithstanding the above, the unfortunate reality is that, over a number of years, the TDU has fallen significantly behind in meeting its statutory reporting requirements of producing the Statements A and G on an annual basis. Statements for the year ended March 31, 2004 were delivered to the Internal Audit Unit on March 31, 2021. The Unit is now aggressively working to bring the statements up to date, and this is the focus of this project.

Key Responsibilities

Technical

- Provides a high level of accounting expertise;
- Serves as an expert technical advisor and liaison with colleagues and the Project Steering Committee;
- Maintains positive working relationships with colleagues and auditors;
- Develops and/or implements effective strategies for accomplishing targets;
- Fulfils the objectives of the position by actively networking;
- Undertakes research and analysis to obtain accounting information and other financial data;
- Prepares progress reports for presentation to supervisor;
- Maintains records;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

The incumbent is expected to participate in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Vision:** The ability to demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the Division in a consistent, effective and efficient manner.

- **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.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment.
- **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 behaviours, in order to build trust and credibility.
- **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.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure.
- Sound knowledge of Accounting practices and applications;
- Sound knowledge of how financial markets operate;
- Comprehensive knowledge of investment strategies banking, and financial instruments;
- General knowledge of International Public Sector Accounting Standards (IPSAS); GAAP, and/or other accounting standards
- Knowledge of Government Accounting, public treasury operations and the FAA Act;
- Good working knowledge of Microsoft Excel and Word

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 ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND
- At least five (5) years of experience in Financial Statement preparation in a financial institution or in auditing financial statements of financial institutions.
- A minimum of 10 years overall work experience

Special Conditions Associated with the Job

- **Physical Demands** – Pressured working conditions with critical deadlines.
- **Travel** – No travel is associated with this position

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th July, 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**