



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 278**

### **OSC Ref. C. 4664<sup>12</sup>**

**17<sup>th</sup> August 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 **Cash Manager/Planner (FMG/PA 3)** in the Account General's Department, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Assistant Accountant General - Cash Management, the Cash Manager is responsible for effecting the Cash Management Function of the Treasury including the development and management of systems for the cost-effective collection, storage and distribution of the Government of Jamaica (GOJ) financial resources in compliance with the FAA Act and GOJ regulations. The incumbent ensures cash projections, and monitoring and management of cash balances to ensure availability of adequate resources to meet the GOJ's monthly and future obligations. The incumbent provides leadership and direction for the cash processing, reconciliation and reporting functions of the Unit in compliance with the relevant policies and regulations.

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

- To ensure the cost-effective collection, storage and distribution of GOJ financial resources in compliance with the FAA Act and GOJ regulations;
- To lead and manage the Cash Management activities;
- To oversee the production of cash flow forecasts to facilitate active Cash Management operations;
- To forecast the Central Payment Account (CPA) balance over the coming fiscal year ahead;
- To oversee the daily monitoring of the GOJ's cash position to avoid shortage of cash resources for the requisite funding of authorized Government services and development projects;
- To ensure that the GOJ has sufficient and adequate cash information to enable effective decision making;
- To facilitate the Cash Management Committee (CMC) in the analysis of cash forecasts, identification of the reasons for any errors/deviations and recommendation of actions for more accurate forecasts over time.

### **Key Responsibilities**

#### ***Technical:***

- Oversees the daily monitoring of the GOJ's cash position to avoid shortage of cash resources;
- Prepares Cash Plan of expenditures, and payment profile of expenditures;
- Prepares Cash Plan Table at the beginning of each year on monthly basis based on revenue estimates;
- Receives Cash Plans prepared and sent by each MDA and Principal Revenue Receiver (PRR), and the stocks of obligations ready for payments;
- Prepares Cash Plans for presentation to the MOFPS with the stated timelines;
- Incorporates Cash Flow analysis in planning;
- Prepares, manages and reports on Cash Plans and Cash Flow Tables;
- Incorporates public debt maturities and treasury payments into Cash Plan Table;
- Monitors Government Bank Accounts and consolidates the balance in the Cash Plan;
- Prepares Daily, Monthly, Quarterly and Annual Financial Statistical Tables related to Public Financial Management (PFM);
- Adjusts the Cash Plan Table in terms of revenues, expenditures and estimates related to public debt maturities;

- Prepares and issues monthly Variance Report (comparative tables between the actual and the projected figures) in order to minimize gaps and improve the mechanism adopted, in terms of expenditures and/or revenues projections;
- Liaises closely with the MOFP (PEX) to synchronize revenue inflows and expenditure;
- Proactively manages Cash Flows;
- Establishes and manages relationships with MDAs and other key stakeholders;
- Issues adjustments of the monthly forecasts based on available information collected from different MDAs;
- Devises Tracking System to monitor all disbursements from the Consolidated Fund/CPA;
- Supports the Cash Management Committee (CMC) to analyse cash forecasts, identify the reasons for any errors/deviations and recommend actions for more accurate forecasts over time;
- Completes all Cash Management set-up documentation for new and existing Department processes;
- Prepares correspondence and proposals directed to and for Cash Management;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- In-depth knowledge of Financial Statements and financial statement analysis, including the ability to analyse Cash Flow and the impact on the Financial Statement
- Comprehensive knowledge of accounting practices and applications
- Sound knowledge of analysing the Financial Performance of an organization
- Working knowledge of Public Treasury operations
- Sound knowledge of how financial markets operate
- Knowledge of international Public Service Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- General knowledge of FAA Act, GAAP and other reporting requirements for investments and other financial instruments;
- Experience in building complex financial models to evaluate various financial plans.
- **Analytical Thinking:** Understands difficult or complex situations by breaking them down into manageable parts
- **Analysis and Evaluation:** Identifies, assesses and uses relevant information to form coherent and relevant conclusions. Monitors and documents deviations/changes to expected outcomes and measures their impact
- **Attention to detail**
- **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
- **Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **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
- **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 are met in a consistent, effective and efficient manner
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium- and long-term goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and manage their concerns
- **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 behaviors 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 behaviors, 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
- **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**

***Desirable:***

- Comprehensive knowledge of investment strategies
- Knowledge of banking operations
- Treasury software expertise

**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**
- Associate Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND. At least four (4) years' Post Qualification experience in a related financial management role;
- Experience in Public Sector;
- Strong Cash Management experience;
- Extensive experience in preparing Cash Forecasts and Cash Flow analyses;
- At least two (2) years of experience working at Senior Management level in accounting and/or Finance, preferably in financial services in a similar capacity.

**Special Conditions Associated with the Job**

- **Physical Demands** - Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Monday, 30<sup>th</sup> August, 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.im](mailto:careers@treasury.gov.im)**

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**