



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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5th October, 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 **Director, Finance and Accounts (FMG/PA 3)** in the **Ministry of Economic Growth and Job Creation**, salary range \$2,453,125 to \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Principal Finance Officer, the incumbent is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of the objectives and strategies of the Division's Strategic/Operational Plan;
- Participates in the quarterly evaluation of the Performance of Programme Managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Advises the Permanent Secretary, Minister, and Director General on the financial performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to Programme Managers as required;
- Prepares Progress, Annual, Special and other reports as necessary;
- Represents Ministry at meetings, conferences, workshops and seminars as required.

Technical/Professional:

- Ensures that proper systems and procedures are in place for accurately capturing all accounts payable in the correct period to which they relate;
- Reviews constantly the operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and of the financial year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that proper systems and procedures are in place for the accurate and timely settlement of accounts payable, payroll and all other payments; and that such payments are made in accordance with the Financial Administration and Audit Act, its Regulations and Instructions;
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Ensures that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank account;
- Ensures that an effective, fair and proper system is in place for the prioritization and settlement of accounts payable;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.

Human Resource:

- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Strategic and Operational Plans, and Budgets, and monitoring the Unit's achievement against them;
- Develops and manages the performance of the Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;

- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
 - Maintains effective working relationships with external and internal stakeholders and clients, ensures that the Division provides a consistently high level of service to them;
 - Devises Job Rotation Strategy for the Division in collaboration with the Human Resources Division;
 - Evaluates the performance of the direct reports;
 - Contributes to the development and implementation of the Succession Planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
 - Prepares and conducts presentations on the role of Division/Unit for the Orientation Programme;
- Setts agreed individual performance targets, monitors performance and provides feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their duties.

Required Knowledge, Skills and Competencies

- Excellent leadership and teambuilding skills
- Excellent analytical and judgement skills
- Excellent planning and organising skills
- Excellent communication skills
- Problem solving skills
- Excellent interpersonal and influencing skills
- Excellent knowledge of GoJ accounting principles, guidelines and laws
- Skill in operating computerized accounting systems

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;
- At least seven (7) years related experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th October 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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**