



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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22nd November, 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 Management Accountant (FMG/PA 3)** in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Management Accounts (FMG/PA 4), the Senior Management Accountant (FMG/PA 3) is responsible for the preparation and implementation of the Ministry's Operational Budget.

The incumbent is also responsible for:

- Ensuring that targets in respect of miscellaneous revenue and/or Appropriations-in-Aid are achieved
- The management of accounts receivable
- The management of contingencies advances paid
- Cash advances received from the Ministry of Finance and the Public Service's Contingencies, Treasury Deposits etc.
- Monitoring of the performance of programmes/projects/agencies in relation to targets.

Key Responsibilities

Management/Administrative

- Prepares draft Operational 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 Permanent Secretary
 - ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan
 - ✓ The national economic and policy priorities.
- Analyses Operational Budget requests from Divisions/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 plans;
- Analyse the Operational Budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the Implementation Plan;
- Submits the consolidated operational draft Budget estimates to the Director Management Accounts ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Ministry of Finance and the Public Service.

Technical/Professional

Warrant and Cash Management

- Implements and operates an effective Cash Management System in respect of Operational Funds which includes:
 - ✓ Allocating the monthly Warrants in accordance with agreed priorities.
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of checks and balances
 - ✓ Ensuring that appropriations-in-aid, if any, are fully realised
 - ✓ Ensuring that expenditure against the approved Budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting departmental revenue etc
 - ✓ Reviews on an on-going basis all Bank Account Statements to ensure that there are no large idle cash balances.

- ✓ Ensures that transfers/payments/recoveries from Warrant are fully recorded
- ✓ Respective Journals are prepared for utilities and GCT Payments made by the Accountant General's Department.

Expenditure Management and Control

- Monitors the implementation of Operational Budgets including that of para-statal bodies funded from the Budget. Obtains and analyses Monthly Financial Reports to determine whether:
 - ✓ The funds have been utilised for the specific purposes indicated in the approved Budget;
 - ✓ Whether these funds have been efficiently utilised;
- Evaluates in conjunction with the Corporate Planning Unit the fiscal and financial performance in the implementation of the Operational Programmes in the Recurrent Budget;
- Monitors actual revenue/A.I.A collections against target, instituting whatever measures possible to ensure that targets are achieved by sensitizing Programme Managers;
- Reviews rates and prices charged for goods and services and makes recommendation where necessary;
- Identifies new areas for Cost Recovery and obtains approval for their implementation.
- Manages accounts receivable ensuring their prompt collection;
- Ensures that clients are promptly billed and invoiced for goods and services received by reviewing Miscellaneous Revenue and A.I.A Records where appropriate;
- Monitors and ensures the prompt clearance of cash advances;
- Maintains control over the level of operational 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
 - ✓ Activities are performed within Budget.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and or attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Other

- Performs other related duties as directed by Director, Management Accounts;
- Co-ordinates and compiles Revised Procedural Manual insert for the Unit.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work in teams
- Excellent customer and quality focus skills
- Excellent time management skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Knowledge of Budget Preparation and Management
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in the use of spreadsheets and other computerized systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with three (3) years relevant experience; **or**
- ACCA Level 2 with at least five (5) years relevant experience; **or**
- Associate of Science Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND with five (5) years relevant experience.
- Completion of Training in Budget Preparation is an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd December, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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**