



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 427**

**OSC Ref. C. 6272<sup>15</sup>**

**7<sup>th</sup> December, 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, Final Accounts and Reporting (FMG/PA 2)** in the **Finance and Accounts Division, Office of the Prime Minister**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Principal Finance Officer, the Director, Final Accounts and Reporting, is responsible for the preparation of the accounts of the Ministry and all its Departments on an accrual accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary. The incumbent is also responsible for the supervision of the Final Accounts and Reporting Unit, ensuring that the Unit's objectives are achieved.

### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Ensures that the consolidated accounts of the Ministry and Departments are accurately prepared and related records properly maintained;
- Ensures the timely submission of completed Monthly and Annual Financial Statements to the Auditor General and the Ministry of Finance and the Public Service;
- Ensures prompt reconciliation of the Ministry's Bank Accounts for the Deposits, Projects and Salaries;
- Exercises responsibility for the proper maintenance and security of accounting records in accordance with the FAA Act and departmental directives;
- Monitors Financial Statements on a regular basis to ensure accuracy, completeness and adherence to MOFPS instructions and guidelines, as well as accounting practices;
- Co-ordinates the posting of all financial data, consisting of analysis of expenditure statements submitted by the Ministries' Agencies, Journal Vouchers, Appropriations in Aid, etc. and ensures the accurate posting of these transactions on the Government Financial Management System (GFMS);
- Prepares Financial Reports as requested by the Ministry of Finance and the Public Service, other Ministries, Departments and Programme Managers;
- Prepares the Explanations for Variations to the Voted Provision Statements for attachment to the Appropriations accounts in collaboration with the relevant Programme Managers.

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

- Excellent presentation skills
- Excellent oral and written communication skills
- Excellent time management and organizing skills
- Excellent planning and monitoring skills
- Sound analytical and judgment skills
- Good problem-solving skills
- Excellent leadership and supervisory skills
- Excellent interpersonal and team-building skills
- Well-developed human resource skills
- Keen eye for detail
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work under pressure and meet tight deadlines
- Sound knowledge of Government Accounting
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Ability to use various financial analysis methods and techniques
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

**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**
- 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 Monday, 20<sup>th</sup> December, 2021, to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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