



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

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CIRCULAR No. 9 **OSC Ref. C.4664¹⁴**

6th January, 2022

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 following **vacant posts in the Accountant General's Department (AGD):**

1. **Business Analyst (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Cash Manager/Planner (FMG/PA 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Director, Standards and Policies (FMG/PA 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
5. **Financial Analyst (FMG/PA 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
6. **Credit Card Programme Administrator (FMG/PA 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
7. **Client Support Manager (MIS/IT 5)**, salary range \$1,930,750 - \$2,295,055 per annum and any allowance(s) attached to the post.

1. Business Analyst (GMG/SEG 3)

Job Purpose

Reporting to the Accountant General, the business owner, the Business Analyst, works with stakeholders from all Business Units and related third parties to define and document business processes and software requirements for technology initiatives, upgrades and maintenance. This also includes content management systems and business information systems.

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

- To review the actual processes within the Accountant General's Department business;
- To make or suggest a more efficient model and workflow process.

Key Responsibilities

- Prepares plans of individual projects. Identifies the "as is" and "to be" scenarios and conducts a gap analysis;
- Prepares requirements gathering, model multiple solutions and defines the scope using optimum solution;
- Obtains approval from business units and business owner;
- Prepares test case and knowledge transfer to IT/Developers;
- Works with the Treasury IT Project process covering all business aspects from requirements gathering through implementation;
- Provides support after implementation, monitoring and evaluation;
- Facilitates the relationship with business users and delivery team;
- Takes responsibility for requirements gathering, business analysis, functional design, system and integration testing;
- Ensures that specific project deliverables are produced on time, in accordance with the Project Plan and makes sure that all relevant parties are informed of progress;
- Reports project progress at regular intervals to the business owner and produces key documentation for distribution;

- Maintains a quality control process and ensures that project deliverables meet the required quality standards;
- Monitors risks and issues for a successful outcome;
- Provides ideas to enhance/improve the delivery process of Treasury projects;
- Identifies user needs and resolves problems;
- Liaises with system stakeholders to elicit stakeholder needs and identify system features required to support those needs;
- Ensures that system requirements are described and modeled using appropriate techniques, i.e., business process modeling, case modeling, user story definition and specification by example;
- Defines/Enforces system scope and manages changes to requirements;
- Guides the Business Units in appreciating the cost/benefit of potential solutions and ensures the best result;
- Understands the end-to-end solution from both a business and technical perspective;
- Supports the design, development and testing of the solution;
- Identifies recommendations for improvements to processes, practices and procedures and implements changes with minimal disruption;
- Meets or exceeds divisional performance targets;
- Performs any other related duties that may be assigned by the Accountant General, from time to time.

Required Knowledge, Skills and Competencies

- An advanced and solid understanding of end-to-end process or processes in Business Units
- Demonstrated technical and business documentation and small-large group facilitation skills
- Domain expertise in business administration, finance administration or accounting administration
- Excellent change management skills
- Ability to design and implement process and structure where none exists
- Proven ability to develop a clearly defined and focused business vision
- Proven and advanced skills in Project Management
- Able to meet and deliver on deadlines and able to work effectively under pressure
- Strong stakeholder management - able to build trust and respect at a high level
- Highly organized, self-motivated and action oriented
- Ability to focus on both the big picture and the details
- Excellent workshop/meeting facilitation/presentation skills
- Capable of working with minimal supervision, flexible in approach and able to adapt to changing circumstances of the project
- Demonstrative decision-making skills
- Proven skills in defining problems, generating alternatives, evaluating and selecting alternatives
- Ability to work collaboratively and effectively
- Excellent moral standing
- Excellent team-building skills
- A team player who can demonstrate leadership, as well as support for colleagues
- Eliciting Requirements – This is a major function of the job as requirements are the basis for determining the need by the business unit to solve a business problem
- Analytical Thinking and Problem Solving: Structured Analysis- The incumbent must have competencies in the art of modelling to identify and evaluate requirements, help identify and validate requirements, document and communicate requirements and organize information into coherent ideas
- Documentation – must be able to create the Business Requirements Document – providing insights on the “as is” and “to be” states of the AGD business processes
- Testing. Must be able to test by preparing test case scenarios
- End user support- must be competent and able to provide end-user support even after the product is delivered. This is a vital competency
- Be highly adept in supporting the development of effective working relationships between business units, IT and other third parties
- Must have an excellent grasp and understanding of the business knowledge. Must be able to support the understanding of the Treasury or other environment in which the business analysis is performed and knowledge of general business principles and available solutions
- **Excellent communicator:** The business analyst main tool is communicating to elicit requirements among stakeholders. Communication skills are necessary to address the need to listen to and understand the audience, understanding how the audience perceives the business analysis, understanding the communications objective(s), the message itself and the most appropriate media and format for communication. Ability to communicate with various and diverse teams/stakeholders; adjust to crisis; communicate the value of IT and innovation

- **Effective and deployable interaction skills:** This skill supports the Business Analyst when working with large numbers of stakeholders and involves both the ability to work as part of a larger team and to help that team reach decisions. He/She must be able to identify and describe a desired future state and must also be able to help the AGD reach agreement that the future state in question is desired through a combination of leadership and facilitation
- **Ethical Conduct:** The incumbent is a senior public servant who represents the Government at all times. He/She must be of good moral turpitude. As well, he/she must demonstrate sound business ethics, observe the codes of conduct for employees and codes of professional practice.
- **Leadership:** must be an effective leader
- **Performance Management:** this position set the standard for activities that ensure that goals and objectives of the Department are met in a consistent, effective and efficient manner.
- **Problem Solving/Analysis:** The job environment is dynamic. The incumbent must have the capacity to analyze problems quickly, chose between alternatives and effect meaningful solutions
- **Strategic Thinking:** The incumbent must be a strategist. He/She must possess the ability to derive effective plans in keeping with the Department's objectives within a particular situation. This strategic thinker will ensure the proper review of policy issues, perform medium and long-term planning, set goals, determine priorities and identify potential risks and opportunities
- In-depth technical and working knowledge business processes
- Knowledge of the various guiding Acts and Regulations
- Knowledge of computer systems audit

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology or Computer Technology;
- Graduate Degree in Business Administration, Accounting or Finance;
- Certification as a member of the International Institute of Business Analysts (IIBA) or any other recognized certifying body;
- Project Management in a Finance background;
- Seven (7) years' experience providing consulting advice to IT and Business Management Teams in Business Systems Analysis and Design, preferably in the Finance Sector;
- Proven experience in the development of visionary plans;
- Proven experience defining best practices for process design, functional analysis, requirements definition and workflow automation;
- Proven experience developing test criteria, test plans, and change control support functions;
- Experience of the full software delivery lifecycle, from initial requirements gathering through development, test and UAT to post-implementation support.

2. Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Accountant General and as part of the Senior Management Team, the Director, Strategic Planning, Performance Monitoring and Evaluation, is responsible and accountable for establishing and maintaining a system for integrating the Corporate, Operational and other related Plans to ensure harmony with the Department's Strategic Objectives and compliance with applicable guidelines.

The incumbent is also responsible for formulating, monitoring, evaluating and reporting on (in partnership with the Senior Management team) the strategies and initiatives to the expected standards and proposing recommendation(s) for improvement.

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

- To lead the preparation of the Strategic Business, Corporate and Operational Plans;
- To ensure the implementation of these plans; the alignment to Budget and their consistency with the Departments Strategic Objectives;
- To review, analyze and evaluate performance at all levels - Organizational, Divisional and Units;
- To establish metrics, indicators, standards and dashboards to collect, organize, monitor, evaluate and report on performance data;
- To conduct root cause analysis to identify problems/barrier points, working closely with the Enterprise Risk Management Unit and provide feedback to management;
- To prepare required reports on performance;

- To engage in data collection and research;
- To provide advice and interpretations;
- To conduct training and coaching sessions and facilitate the involvement of all staff towards achieving the Strategic Objectives;
- To oversee the management of the ISO Quality Management System (QMS).

Key Responsibilities

Technical:

- Prepares, monitors and evaluates Strategic, Corporate, Operational and other related plans;
- Advises the Accountant General and the Senior Management Team on policy direction and matters related to the Department's Strategic Plans;
- Convenes and chairs Strategic Planning Meetings attended by Unit Heads to develop plans and to ensure the Organization's strategic priorities and targets are being met;
- Conducts research on Corporate Planning and other technical activities of the Department and makes recommendations on policy and programmes;
- Collates and tabulates data to be utilized in the development of policies and programmes and for analysis and evaluation activities;
- Leads Annual Corporate Planning Debrief Sessions with the Finance and Accounts Unit, to review and refine the planning and budgeting process;
- Develops, implements and maintains protocols with Finance and Accounts Unit to ensure that the Strategic and Operational Plans continually inform the Budget;
- Leads the development of score cards and strategy maps;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year against approved plans;
- Develops monitoring and evaluation frameworks and plans;
- Advises on the establishment of timeframes, performance indicators/targets for programmes and activities;
- Conducts return on investment (ROI) assessment on initiatives undertaken;
- Prepares Monthly, Quarterly and Annual Reports on the Department's overall performance;
- Convenes Quarterly Performance Review Meetings with the Executive Team;
- Develops, implements and maintains standard operating procedures and/or policies on the Strategic Planning process and other processes as required;
- Works closely with the Enterprise Risk Management Unit (ERMU) to conduct environmental scans and assess the impact on the Department's operation and programmes to ensure the relevant application in the strategic planning process;
- Works closely with the ERMU and Unit Heads in identifying problems and potential barriers to the effective implementation of planned programmes and projects and aid in the application and oversight of agreed remedial measures to any performance deviations;
- Works with the Human Resource Management and Development Unit to ensure the alignment of Teams and Individual Plans with Operational and other related Plans;
- Provides guidance to Unit and Divisional Heads in the development/review of Divisional and Unit Plans;
- Designs training and coaching programmes with the objective of strengthening the Strategic Planning and Performance Management processes;
- Prepares and submits Special Report(s) on performance outcomes;
- Aids in the preparation of Cabinet Submissions;
- Oversees the operation and maintenance of the ISO Quality Management System (QMS); which includes co-ordinating ISO Steering Committee Meetings, Management Reviews and Internal ISO Audit, as required, ensuring the establishment and achievement of quality objectives and key performance indicators;
- Ensures proper control of ISO QMS documentation;
- Manages and maintains the Department's calendar of activities.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;

- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigate and minimize workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

Strategic Leadership:

As part of the Executive Team

- Plans, organizes and directs the work of the Accountant General's Department, including leading the preparation of the Department's Strategic Corporate and Operational plans, and Budgets and monitoring the AGD's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the AGD and ensures that staff is aware of and adheres to the Organization's Policies, Procedures and Regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the AGD.

As Unit Head

- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Excellent knowledge of Strategic Planning Concepts
- Good knowledge of Project Management
- Good knowledge of Performance Management and Evaluation Methods
- Good knowledge of required Legislations, Policies and Procedures
- Proficient in the use of Microsoft Word, Excel and PowerPoint

Managerial:

- Strong leadership and performance management skills
- High emotional intelligence

Minimum Required Education and Experience

- Bachelor's Degree from a recognized institution in the disciplines of Management Studies, Business Administration, Public Policy or related;
- Training in Strategic and Corporate Planning and/or Project Management;
- Five (5) years related experience.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- May be required to work extended hours.

3. Cash Manager/Planner (FMG/PA 3)

Job Purpose

Reporting to the Assistant Accountant General - Cash Management, the Cash Manager/Planner 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 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 a monthly basis based on revenue estimates;
- Receives Cash Plans prepared and sent by each Ministry, Department or Agency and Principal Revenue Receiver (PRR) and the stocks of obligations ready for payments;
- Prepares Cash Plans for presentation to the MOFPS within 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 MOFPS (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 analyze 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

- **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 Skills:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **Collaboration and Teamwork:** 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
- **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
- In-depth knowledge of Financial Statements and Financial Statement Analysis, including the ability to analyze cash flow and the impact on the Financial Statements
- Comprehensive knowledge of Accounting practices and applications
- Sound knowledge of analyzing 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

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; Asc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Four (4) years Post Qualification experience in a related financial management role;
- Two (2) years' experience working at senior management level in Accounting and/or Finance, preferably in financial services in a similar capacity;
- Public Sector experience;
- Strong cash management experience;

- Extensive experience in preparing cash forecasts and cash flow analyses;
- Experience in building complex financial models to evaluate various financial plans.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

4. Director, Standards and Policies (FMG/PA 3)

Job Purpose

The Director, Standards and Policies, will clarify accounting standards to be used by the Treasury, MOFPS and other MDAs (IPSAS Cash) and support the training of staff of AGD and MDAs in their application; The incumbent will ensure that the standard cash IPSAS is rolled out and in use by all MDAs; that the necessary monitoring and training in its use is provided; it is implemented across Government to ensure compliance with accounting and reporting standards which allow for a true and fair presentation and full disclosure of the financial affairs of the Government; and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

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

- To prepare training material to equip Government Accountants to prepare accounts which are compliant with Government accounting standards (Cash IPSAS);
- To promote standards and policies that give a true and fair presentation and full disclosure of the affairs of the Government, including, among others, guidance on accounting standards, accounting policies and Chart of Accounts;
- To provide necessary guidance for preparation of Financial Statements by MDAs and consolidated financial statements at the AGD;
- To ensure sustainable capacity building in the AGD and MDAs to include training and the production of procedural rules and technical instructions and the requisite supporting manuals.

Key Responsibilities

Technical:

- Oversees the design/amendment and the management of the implementation and maintenance of IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Oversees the maintenance of the Chart of Accounts to ensure International Financial Reporting Standards are met;
- Maintains relations between the Treasury and other Government Departments, in accordance with defined procedures;
- Ensures the provision of Financial Regulations and issuance of Circulars so that there are adequate systems relevant to public financial management for the general maintenance of accounting systems.

Strategic Leadership:

- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget and supports the Assistant Accountant General, Government Accounting and Reporting, to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Unit's Operational Plan and Budget, ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Assistant Accountant General, Government Accounting and Reporting, as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;

- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate Strategic Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety Policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including the ability to determine priorities and set medium and long-term 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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Collaboration and Teamwork:** 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
- **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
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change and to lead others through change and manage their concerns
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **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
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **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
- **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**
 - Comprehensive knowledge of Accounting practices and applications
 - Sound knowledge of how financial markets operate
 - In-depth knowledge and experience in all areas of financial management
 - Comprehensive knowledge of investment strategies
 - Knowledge of International Public Sector Accounting Standards (IPSAS)

- Knowledge of Government Accounting
- Working knowledge of the FAA Act
- Knowledge of banking operations

Desirable:

- Knowledge of public treasury operations

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;
- Eight (8) years' experience in Accounting;
- Five (5) years experience working at the management level in Accounting or Finance, with at least two (2) years in the Public Sector;
- Experience in Budget Management and Chart of Accounts formulation and maintenance.

5. Financial Analyst (FMG/PA 2)

Job Purpose

Reporting to the Assistant Accountant General, Cash Management, the Financial Analyst is responsible for Cash flow forecasting and reporting. The incumbent consolidates cash flow data and generates reports to support effective cash management, including cash projections and monitoring and management of cash balances. The incumbent supports the cash 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 produce cash flow forecasts to facilitate active cash management operations;
- To forecast the Central Payment Account (CPA) balance over the coming Fiscal Year ahead;
- To monitor daily 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 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:

- Monitors GoJ's daily cash position to avoid shortage of cash resources;
- 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 works on consolidating the balance in the Cash Plan;
- Prepares daily, monthly, quarterly and annual Financial Statistical Tables related to Public Financial Management (PFM);
- Prepares monthly Revenue and Expenditure Forecasts at the beginning of each year based on the approved Budget;
- Co-ordinates with Expenditure Heads (MDAs) to identify variance between projected and actual expenditure;
- Co-ordinates internally and externally with Principal Receivers of Revenue (PRRs) to identify variances between projected and actual funding;
- Prepares monthly Comparative Tables between the actual and the projected figures;
- Analyzes forecasts against actuals weekly and monthly;
- Analyzes disaggregate line items and produces report against forecasts and actuals on a monthly basis;
- Investigates any over large variances;
- Liaises closely with the MOFPS (PEX) to synchronize revenue inflows and expenditure;
- Prepares monthly Comparative Tables between forecasts and realized revenues/expenditure;
- Collects, analyzes and documents quantifiable market intelligence from business functions and other sources and incorporates it into the baseline forecast model to create the total revenue plan;

- Measures key performance indicators to track and evaluate forecasts made, to assist in assessing the effectiveness of the revenue planning and forecasting function and to work towards continuous improvement;
- Establishes and maintains constructive and co-operative working relationships with all stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **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
- **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
- **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
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **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
- **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
- In-depth knowledge of financial statements and financial statement analysis, including the ability to analyse cash flow and the impact on the financial statements
- 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.

Desirable:

- Comprehensive knowledge of financial data analysis 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; NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Four (4) years' experience in a related financial management role;

- Two (2) years' experience working at senior management level in Accounting and/or Finance, preferably in financial services in a similar capacity;
- Public Sector experience;
- Strong cash management experience;
- Extensive experience in preparing cash forecasts and cash flow analyses;
- Experience in building complex financial models to evaluate various financial plans.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

6. Credit Card Programme Administrator (FMG/PA 2)

Job Purpose

The Credit Card Programme Administrator is responsible for monitoring and controlling all Government funded credit cards in the Central Government, as well as providing guidance and advice to any other applicable institutions. The incumbent also analyzes credit card usage, reports on trends and promotes compliance.

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

- To set-up and adjust card controls;
- To monitor compliance in the use of the credit cards to prevent abuse, waste, fraud and other deviant activities;
- To liaise between the GOJ and credit card provider in addressing all issues concerning contract and the operations of the programme;
- To prepare periodic dashboard reports of the entire credit card platform;
- To promote standardization, centralization and automation of the programme through-out Government;
- To monitor the timely payment of credit card bills;
- To reinforce compliance by tracking and reviewing items of expenditure to determine appropriateness with regulations, thereby contributing to greater transparency and accountability.

Key Responsibilities

Technical:

- Manages issuance, replacement, activation, deactivation and termination of Credit Cards based on request submitted by MDAs;
- Monitors Credit Card Accounts and provides oversight of card holder activity;
- Monitors Credit Card Reconciliation activities;
- Prepares and maintains Working Paper Files;
- Establishes, maintains and uses various mechanisms for the analysis of data;
- Performs analysis and accurate forecasting to inform Financial Management and Planning;
- Conducts Reconciliations/Audits with MDAs and any other applicable institutions to ensure compliance;
- Provides oversight for spending limits and adjusts/changes spending profiles when necessary;
- Ensures accurate and timely payments of Credit Card Bills on behalf of MDAs;
- Identifies delinquent account and prepares the relevant reports;
- Conducts site visits to obtain source documents from MDAs;
- Performs monthly Credit Card Reconciliation and provides oversight of balances and recent charges;
- Prepares expenditure and other reports to the Ministry of Finance and Public Service and MDAs;
- Issues and interprets Department policy and procedures on the use of the Credit Card;
- Maintains relationships with all MDAs to enhance the effectiveness of the central oversight of the Credit Card Programme;
- Ensures all examinations and referral activity related to the card's misuse is documented and escalated accordingly;
- Provides advice and recommendations to Accountant General, Assistant Accountant General, MDAs and any other applicable institutions on the operations of the Credit Card System;

- Engages in scenario planning to identify risks and recommends preventative/corrective actions;
- Establishes and implements internal controls to ensure compliance;
- Conducts training sessions and presentations at MDAs and any other applicable institutions;
- Establishes and maintains review processes for unauthorized purchases;
- Prepares policies, standard operating procedures and related documents;
- Maintains files of all documentation according to the Department's protocols;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Excellent knowledge of Accounting and Reporting Practices and Principles
- Good Knowledge of Legislations, Policies and Procedures

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;
- Three (3) years working in the field of Accounting or Finance in a similar capacity, preferably in the Public Sector;
- Working knowledge of relevant computer systems and applications;
- Working knowledge of the FAA Act and other relevant Acts and regulations;
- Experience in research and analysis and formulating recommendations for management.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Extended working hours may be required;
- Will be required to travel to MDAs.

7. Client Support Manager (MIS/IT 5)

Job Purpose

Reporting to the Director Information Technology, the Client Support Manager is responsible for the efficient and effective provision of systems and computer related advice and support, and an excellent customer experience, while facilitating the resolution of information technology problems in a timely manner. The incumbent manages a group of support professionals to ensure that an excellent customer service culture is maintained in the Division and that solutions and advice provided are consistent with the thrust of modernization, automation and direct access facilitation for clients.

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

- To perform ongoing resolution and product support for Treasury IT end users (the Treasury, MOFPS, MDAs and wider stakeholder population);
- To provide administrative management of technical support and queue management;
- To maintain performance metrics to monitor and maintain quality service delivery;
- To manage feedback from end users to establish training needs and recommend requisite training programmes to the Treasury and other MDAs on the GFMIS, CTMS and other IT systems deployed by the GOJ.

Key Responsibilities

Technical:

- Participates in the establishment of the strategic and tactical goals, policies and procedures for the Unit;
- Participates in the development, tracking, optimizing and enforcing of short-term and long-term computer and information systems budgets for the Unit;
- Informs and advises on technical and computer systems requirements;
- Develops, implements and monitors the SLAs of the Client Support Section to ensure that a best practice Customer Charter is established and maintained;
- Ensures resolution of operational problems encountered by clients within the established SLAs;
- Implements an optimal integrated and automated ticketing system to facilitate optimal ease of issue logging and resolution tracking between the Help Desk and its clients and ensures systems are in place for the efficient management of the queue according to the SLAs;
- Monitors Unit's performance against SLAs, using applicable trend analysis and metrics; Ascertains client feedback on service delivery through the use of surveys and takes corrective action to improve performance gaps;
- Manages the day-to-day operations of the Unit/client relationship by ensuring that all logged issues are assessed, prioritized and resolved, including voice, data, account administration, email, desktop and institutional applications issues, according to the Unit's SLAs;
- Conducts technical analysis of application systems and specification of technical requirements for maintenance/enhancement activities and hardware;
- Manages the provision of relevant first level automation support to AGD, MOFPS and MDAs, including evaluation of hardware/software needs and general computer support;
- Assists with the management of IT resources of the AGD and participates in vendor contract negotiations for purchases for all new computer equipment and software being purchased;
- Manages special projects for critical solution delivery activities;
- Assesses and anticipates technology projects and recommends appropriate actions and resources;
- Analyzes issues logged in the Help Desk and makes recommendation through the Unit Head, for automated solutions using web-enabled platforms with security controlled access portals;
- Participates to ensure that best prices are negotiated with vendors for replacement/new IT solutions;
- Keeps current with emerging IT trends and current dominant technologies;
- Manages the delivery of requisite training programmes for the Treasury and other MDAs on the GFMS, CTMS and other relevant financial systems and portals;
- Prepares appropriate technical documentation for the Unit and other stakeholders;
- Manages the assessment process for departmental workflows, processes and definition of data requirements and conducts relevant cost-benefit analysis;
- Provides periodic reports as required.

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's annual Strategic Plan and Budget and supports the Director, Information Technology, to deliver the Division's Operational Plan in an accurate and timely manner;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Director, Information Technology, when the need arises.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit's performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate Strategic Plan;
- Ensures that the Unit's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit, to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety Policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that the welfare issues of the Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- Ability to work effectively under pressure
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organizational performance
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **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
- **Collaboration and Teamwork:** The ability to be a collaborative business leader and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **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
- **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
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determining priorities, and setting 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 to lead others through change and manage their concerns
- **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
- **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
- Comprehensive and technical knowledge of IT Architecture, and Technology
- Thorough knowledge of established SLA's with clients
- Cutting edge knowledge of IT direct service delivery through online web enabled portals, use of popular social media and mobile platforms and interfaces
- Cutting edge knowledge of technology enabled automated help desk operations
- Knowledge of the various guiding Acts and Regulations

Minimum Required Qualification and Experience

- Three (3) years' experience working in a managerial capacity in an IT Customer Service position;
- Proven experience in IT Industry business applications;
- Proven experience in IT leadership, IT architecture development, organizational enhancement, technology enhancement and vendor management;
- Proven and advanced skills in Project Management.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 18th January, 2022 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**