



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 31** **OSC Ref. C.4664<sup>14</sup>**

27<sup>th</sup> 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 be assigned to the post of **Project Accountant (FMG/PA 3) – (Contract)** in the **Accountant General's Department (AGD)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the supervision of the Director, Finance and Accounts, the Project Accountant will prepare the required Appropriation Accounts and Financial Statements (Statement H) for submission to Parliament in keeping with the provisions of the Financial Administration and Audit (FAA) Act. The incumbent will also research and provide comprehensive responses to audit queries.

#### **Key Responsibilities**

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

##### **Outstanding Appropriation Accounts**

- Reviews Annual Appropriation Accounts and provides instructions to Final Accounts Team for adjustments to be made, where necessary;
- Authorizes adjustments made to Financial Statements via Journal Vouchers;
- Reviews explanations for variances reflected on the Appropriation Accounts for three (3) Heads of Estimates namely, AGD, Pensions Statutory and Pensions Recurrent.

##### **Statement H**

- Analyzes Appropriation Accounts and reviews explanations for variances between actual expenditure and budgeted amounts for Ministries, Departments and Agencies with Statutory Heads;
- Prepares and/ or reviews backlog Statement H for each financial year for submission to the Internal Audit Unit and subsequently to the Auditor General.

##### **Audit Queries**

- Develops corrective Action Plans to treat with the concerns raised in Audit Reports;
- Conducts research and responds to audit findings and recommendations;
- Assists with the implementation of activities as per audit responses.

##### **Unreconciled Debits and Credits on Bank Statements**

- Investigates/researches unreconciled debits and credits to clear Bank Reconciliations Statements;
- Liaises with the banks in order to verify authenticity of transactions on Bank Statements.

##### **Internal Controls**

- Reviews internal controls to ensure accuracy of reports;
- Develops/reviews Standard Operating Procedures to ensure the strengthening of internal controls;
- Establishes/Reviews Business Continuity Plan (s) for the Finance and Accounts Unit;
- Reviews risk management tools for the Finance and Accounts Unit.

##### **Management of Advances**

- Monitors the recovery of Advances and updates the records for Pensions and AGD Heads.

##### **Strategic Leadership**

- Provides technical advice to MDAs in respect of the preparation of the Appropriation Accounts.

**Reports**

- Prepares Monthly and Special Reports as required;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

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

***Technical:***

- Strong knowledge and understanding of Accounting and Reporting Practices
- Strong knowledge of required Legislations, Policies and Procedures
- Knowledge of the FAA Act, Regulations and Instructions
- Proficient in Microsoft Office Suite (e.g. MS Word, PowerPoint and Excel)
- Knowledge of Government Accounting would be an asset

***Managerial:***

- Strong leadership skills
- High emotional intelligence skills
- Strong performance management skills

**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;
- Three (3) years' experience preparing or auditing Financial Statements;
- Three (3) years' experience in Budget Management and Forecast.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9<sup>th</sup> February, 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**