



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 109**

**OSC Ref. C. 6495<sup>3</sup>**

**18<sup>th</sup> March, 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 **Management Accountant (FMG/PA 2) – (Not Vacant)** in the **Institute of Forensic Science and Legal Medicine (IFSLM)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Director, Finance and Accounts, the Management Accountant is responsible for improving the financial capacity of the Institute of Forensic Science and Legal Medicine, in the mission to manage financial resources efficiently and effectively, in accordance with the guidelines and policies of the Government of Jamaica (GOJ).

### **Key Responsibilities**

#### ***Management/Administrative:***

- Maintains professional relationship with external and internal stakeholders;
- Participates in team efforts to achieve Unit's and Institute's goals;
- Provides information to internal and external stakeholders;
- Reviews and recommends changes in procedures to improve effectiveness and efficiency to systems and procedures;
- Manages activities within established regulations;
- Prepares and submits reports as requested;
- Establishes targets and sets assignments in consultation with Director, Finance and Accounts.

#### ***Technical/Professional:***

- Participates in developing of the Institute's Strategic and Operational Plans;
- Prepares and implements IFSLM's Recurrent Budget, in accordance with:
  - ✓ The approved Co-operate Plan
  - ✓ The guidelines and policies of the GOJ;
- Ensures that the Institute's Budget and Cash Flow are prepared in accordance with GOJ guidelines;
- Prepares the Institute's Budget through a process of co-ordination and consultation; whilst ensuring it is prepared in accordance with ceilings and guidelines outlined in the Budget Call;
- Maintains control over operational expenditure and ensures that expenditures are maintained within the budgetary limits;
- Liaises with Programme Managers monthly, to determine planned activities and funding requirements;
- Prepares Monthly, Quarterly and Annual Cash Flow as per guidelines;
- Allocates funds for programmes/activities in accordance with Warrant Ceilings and departmental priorities;
- Implements effective internal controls to contain expenditure within Warrant Limits;
- Prepares Work Plans in conjunction with direct reports;
- Provides technical and financial advice to the relevant persons;
- Authorizes Warrant allocation/corrections/amendments;
- Authorizes Commitment Vouchers of approved recurrent and capital expenditures in accordance with GOJ/FAA Act guidelines;
- Authorizes payment and Journal Vouchers;
- Monitors all Journal Vouchers;
- Monitors Purchase Order and undischarged commitments;
- Authorizes the return of funds and unclear Purchase Orders Vouchers;
- Prepares annual/supplementary expenditure estimates according to GOJ guidelines;
- Attends meetings and seminars on behalf of the Department, internally and externally;
- Prepares budgetary analysis for decision making;
- Prepares monthly Variance Analysis Report as per Expenditure Statements;

- Obtains and analyzes Monthly Financial Statements to determine:
  - ✓ All funds have been utilized as stated in the approved Budget
  - ✓ Funds were efficiently employed;
- Prepares Annual Wage Bill;
- Prepares and submits weekly reports to the Director;
- Conducts monthly visits and provides guidance to contracted funeral homes in preparing invoices and stipulated requirements in maintaining Accounting Records;
- Assists with the overall management of the Department;
- Assists with the preparation of the Department's Standard Operating Procedures Manual;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and in keeping with the requirements of the Access to Information Act.

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

- Excellent knowledge of Accounting Principles and Practices
- Excellent knowledge of Government Financial Management System (GFMS)
- Expect knowledge of Financial Administration and Audit Act
- Expect knowledge of Government Accounting standard and procedures
- Excellent presentation and oral and written communication skills
- Excellent knowledge of computer applications
- Excellent analytical and problem-solving skills
- Excellent leadership and interpersonal skills
- High level of integrity and confidentiality
- Ability to work in a team
- Excellent judgment skills
- Excellent planning and organizing skills
- Expertise in operating computerized accounting systems
- Tenacity

### **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 Thursday, 31<sup>st</sup> March, 2022, to:**

**Director  
Human Resource Management, Development and Administration (Acting)  
Institute of Forensic Science and Legal Medicine  
2½ Hope Boulevard  
Kingston 6**

Email: [vacanciesfslab@gmail.com](mailto:vacanciesfslab@gmail.com)

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**