



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 149
OSC Ref. C. 4840³⁰

8th April, 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 **vacant post of Cash Management Analyst (GMG/SEG 2) in the Public Expenditure Division, Ministry of Finance and the Public Service**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

To facilitate the effective and efficient allocation and Management of Financial Resources consistent with high standards of probity, accountability, transparency, value for money, in line with parliamentary intentions so as to support the achievement of the Government's priority.

Key Responsibilities

Ensures that key stakeholders have sufficient and adequate information to enable their decision making by:

- Receiving from Accountant General, Withdrawal from Consolidated Fund Orders showing actual cash released to MDAs; consolidating information and generating report for PEX Units and Senior Director Cash Management Unit (CMU);
- Analysing actual cash released by AGD to MDAs with instructions by CMU for both recurrent and capital heads; identifying variances and generating reports for Senior Director and PEX Units;
- Assisting the Senior Cash Management Analyst in preparing Cash Flow Analysis and advising the Senior Director on expenditure trends and projections;
- Assisting the Senior Cash Management Analyst undertakes ongoing reviews and analyses required to inform policy at the macro level;
- Analysing actual expenditure data by head/object and sub object and advise Senior Director of trends;
- Consolidating information of actual expenditure by head/object sub/object and generating reports as necessary;
- Analysing information of actual warrant issues by head/object and generating reports as necessary;
- Monitoring and analyzing information on all advances issued by CMU; collaborating with Budget Analysts and the AGD and monitoring recovery of these advances;
- Providing actual data on warrant releases to Statistical Institute (STATIN) and Fiscal Policy Management Unit (FPMU) as required;
- Collaborating with Budget Analysts/Financial Analysts in PX Units, to ensure that adequate, reliable and timely information is available to Cash Management Unit and other stakeholders.

Supports the maintenance of an appropriate level of liquidity and maximised revenue to the Consolidated Fund by:

- Liaising with Economics Division/Loan Monitoring Unit /Budget Analysts/Project Analysts to identify Consolidated Fund Payments and preparing Annual Schedule for recovering amounts on a quarterly basis;
- Monitoring all Consolidated Fund Payments provided in the Budget and ensuring that amounts budgeted are released through Warrants to MDAs;
- Liaising with Loan Monitoring Unit to acquire information regarding the funding of Special Project Accounts for Multilateral/Bilateral Projects in order to determine the timing and amounts to be paid over to the Consolidated Fund;
- Collaborating with Financial Analysts & FPMU to monitor miscellaneous revenue performance against projections and revise targets based on actual performance;
- Analysing quarterly reviews of miscellaneous revenue performance; arranging meetings and providing Secretariat Services to Review Panel;
- Liaising with the Accountant General's Department and FPMU on quarterly basis to reconcile/verify data on all tax /non tax revenues paid into the Consolidated Fund;

- Verifying with the Accountant General, Principal Receivers of Revenue and MDAs all payments into and from the Consolidated Fund in order to accurately prepare Statements 1-7 of the Financial Statements and Revenue Estimates, at the end of each Financial Year;
- Preparing Statements 1-7 of the Financial Statements and Revenue Estimates and providing camera-ready copies to Senior Director Cash Management;
- Consolidating reports of Cash Book balances at the 31st March in each Financial Year, the amounts approved for Period 13 Payments and the balances to be surrendered to the Consolidated Fund;
- Monitoring the timeliness of payment of Non Period 13 cash balances into the Consolidated Fund.

Seeks to maintain the liquidity of Government funds in Commercial Banks at an acceptable level through effective monitoring of account balances by:

- Receiving Quarterly Reports of new bank accounts from Financial Analysts for updating of Banking Registry;
- Co-ordinating the regular updating of the Banking Register with information on new bank accounts, Imprest Accounts and Credit Cards and maintaining Register;
- Liaising on a regular basis with Director, Banking and Financial Analysts so as to secure the appropriate information necessary to maintain the Electronic Banking Registry;
- Electronically accessing information from Commercial Banks on balances in all bank accounts held by MDAs;
- Preparing and distributing to all stakeholders Weekly Reports of balances in Current and Prior Year Expenditure Clearing Accounts and Departmental Deposit Accounts held in Commercial Banks by MDAs;
- Preparing and distributing to all stakeholders Quarterly Reports of balances in all other bank accounts held in Commercial Banks by MDAs;
- Electronically accessing MDAs Cash Book Balances through the FMIS link;
- Preparing and distributing to all stakeholders Weekly Reports of MDAs Cash Book Balances;
- Analysing reports of MDAs Cash Book Balances against Bank Account Balances on a weekly basis and providing information to the Senior Cash Management Analyst to inform cash releases by the Accountant General.

Required Knowledge, Skills and Competencies

- Sound technical knowledge of Cash and Financial Management in the Public Sector
- Sound knowledge of the GOJ planning and policy setting process
- Expert knowledge of Microsoft Spreadsheet applications
- Logical problem solving and analytical ability
- Thorough knowledge of the job
- Delivers output of a consistently high quality
- Ability to exercise initiative
- Possess excellent interpersonal skills
- Displays a positive job attitude

Minimum Required Qualification and Experience

- First Degree preferably in Social Sciences;
- One to two (1-2) years' experience in a related Financial Management role;
- Public sector experience

Special Conditions Associated with the Job

- Periods of pressured working conditions
- Confidentiality

Applications accompanied by résumés should be submitted **no later than Monday, 25th April, 2022 to:**

**Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston**

Email: hrapplications@mof.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**