



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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6th 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 **Chief Financial Officer (Level 11)**, in the **Jamaica Tourism Board**, salary range \$4,328,739 - \$6,060,235 per annum and any allowance(s) attached to the post.

Job Purpose

The Jamaica Tourist Board (JTB) is seeking an experienced CFO to provide direction, control and co-ordination of all Financial Management Activities of the JTB and its four overseas based offices. Conditions in all markets are demanding a commercial and pro-active approach to decision support information. Reporting to the Director of Tourism with a dotted line to the Audit & Finance Committee the successful candidate will need to bring a forward-thinking approach, with a proven record of astute Cashflow Management.

Key Responsibilities

- Provides support to the Director of Tourism and the Board of Directors by aligning Financial Reporting and Management with the Organization's Strategic Objectives;
- Provides financial guidance and business advice to Senior Managers that add value to decision-making across all functional areas. Provides timely and accurate Financial Reporting and Information to various stakeholder groups;
- Reviews Financial Systems and Procedures to ensure effectiveness and institute new and/or upgraded measures for improved efficiency and soundness;
- Liaises with relevant Ministries regarding Financial Status -forecasts, results, variances and suggested improvements;
- Has responsibility for the direction, control and co-ordination of all Financial Management Activities of the Jamaica Tourist Board;
- Develops and implement Financial and Budgetary Policies and Programmes in keeping with the overall goals of the Jamaica Tourist Board;
- Oversees the management of the Jamaica Tourist Board's Salary Budgets.
- Oversees the production of reports including Monthly and Quarterly Reports;
- Monitors expenditure and administers the pool of funds for Special Projects and other eventualities on behalf of the Director of Tourism and keeps him/her up to date on the financial status of the Jamaica Tourist Board;
- Develops, administers and controls the Budget for the JTB, submits Budget and accompany rationale to the Board of Directors, Ministries of Tourism and Finance and the Public Service, issues copies of approved Budget to Director of Tourism, Divisional Heads and other designated officers;
- Ensures that funds are secured for all approved activities of the Jamaica Tourist Board and that they are disbursed on a timely basis;
- Attends Board Meetings and Board Subcommittee Meetings as necessary;
- Liaises with the external auditors to assist with the preparation of the Annual Financial Reports;
- Liaises with the Ministry of Finance and the Public Service and Ministry of Tourism; reports on Financial Status by developing forecasts, reporting results, analyzing variances, developing improvements.

Human Resource Management:

- Engages and strengthen the Finance Team to maintain a sound infrastructure of support;
- Develops Workplans and manages the performance of direct reports, including recommendation for transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action, where necessary, to improve performance;
- Develops and manages Operational, Human and Financial Resource Plans and Activities for the area;
- Provides leadership, guidance, and oversight of the work and resources of the area.

Required Knowledge, Skills and Competencies

- A profile that demonstrates sound technical accounting knowledge and understanding of the necessary synergy between the operations and commercial/marketing functions.
- Solid experience in treasury, cost accounting and management.
- A proven ability to manage collaborative relationships.
- Strong organizational skills; highly responsive to issues.
- An acknowledged capacity to think on one's feet, give informed and sound recommendations, being a trusted and proactive partner in decision-making.
- A confident communicator and agile thinker with sound judgment, who interacts comfortably at all levels.
- High degree of integrity, confidentiality, and honesty.
- Ability to give accurate, timely and sound advice to the Director of Tourism, the JTB Board and other senior officials.
- Accuracy and attention to details.
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Minimum Required Qualification and Experience

- ACCA/CPA qualified, sound business acumen, technology savvy;
- Eight (8) years working in senior management with sole responsibility for the finance function.
- Or the equivalent.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st April, 2022 to:**

**Senior Manager, Human Resource Development,
Jamaica Tourist Board
64 Knutsford Boulevard,
Kingston 5**

E-mail: jtbhr@visitjamaica.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**