



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 150
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 following **vacant** posts in the **Finance and Accounts Division, Ministry of Finance and the Public Service (MOFPS)**:

- 1. Management Accountant 2 (FMG/PA 2) (Projects) - Management Accounts Unit**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
- 2. Senior Accountant (FMG/PA 2) - Public Service Accounts Unit**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
- 3. Management Accountant 1 (FMG/PA 1) - Management Accounts Unit**, salary range \$1,395,541 – \$1,861,159 per annum and any allowance(s) attached to the post

1. Management Accountant 2 FMG/PA 2)

Job Purpose

The Management Accountant 2 is responsible for preparing and implementing the Project Budget that is, Capital A and B Budgets, on behalf of the Ministry of Finance and the Public Service (MOFPS), in accordance with the approved Corporate Plan, the policies and priorities of the Government of Jamaica (GOJ) and guidelines as prescribed by the Financial Secretary (FS).

He/she ensures that Project Budgets and Cash Flows are prepared in accordance with the MOFPS guidelines and in accordance with the MOFPS Corporate Plan, policy priorities and resource availability. In addition, control is maintained over the levels of expenditure.

The incumbent manages and invests all funds held on deposit, as well as all other funds which are operated by the Finance and Accounts Division (FAD), in accordance with the GOJ's investment policy and subject to approval from the relevant authority.

The Management Accountant seeks to achieve the above by fostering an environment which is supportive of team work as well as learning and development, in the conduct of assigned duties, while delivering responsibilities using ethical business practices, due diligence and commitment, with high levels of accountability, responsibility as well as productivity

Key Responsibilities

Management/Administrative:

- Maintains cordial and professional relationships with external and internal stakeholders and visitors.

Technical/Professional:

Budget Preparation:

- Ensures that the Project Budgets and Cash Flows are prepared in accordance with MOFPS guidelines and Corporate Plan as well as policy priorities and resource availability;
- Prepare Project Budgets in draft, through a process of co-ordination, consultation and consolidation, ensure that said Budgets are prepared in accordance with the following:
 - ✓ The ceilings and guidelines as outlined in the Budget Call, which is issued by the Financial Secretary
 - ✓ The Objectives and strategies of the MOFPS as outlined in its Corporate Plan
 - ✓ The National and Economic Policy Priorities
- Analyzes Project Budget requests received from Project Managers to determine if they reflect the level of allocations and guidelines which were established by the MOFPS' Senior Management Team and are supported by realistic Implementation Plans;

- Analyzes Project Budget requests with respect to projects which are administered by Para-Statal Bodies to verify that they are in accordance with approved objectives and strategies. Ensures that they are realistic and supported by Implementation Plans;
- Provides guidance to Project Managers, on request, when preparing narratives in support of Project Budget allocations, to ensure that it defines the specific purposes and performance indicators, as provided in the Corporate Plan;
- Presents the consolidated, draft, Project Budget Estimates to the Director Management Accounts, in accordance with due dates. Ensures that it conforms to the appropriate guidelines and has been delivered in accordance with agreed timelines;
- Maintains control over expenditure, ensures that Project Expenditure is within budgetary limits and in accordance with the following:
 - ✓ The approved performance standards
 - ✓ Value for money is respected and achieved
 - ✓ Projects are completed on time and within Budget

Cash Management:

- Implements and manages an effective Cash Management System with respect to Project Funds, as follows:
 - ✓ Allocates Monthly/Quarterly Warrants in accordance with agreed priorities;
 - ✓ Implements an effective mechanism to contain expenditures within warrant limits, utilize a system of commitment planning and control;
 - ✓ Ensures that expenditure against the approved Budget is met from the Warrant allocation;
 - ✓ Ensures that all direct Project Payments and other payments from Special Accounts are provided in the Budget and through warrants, the Consolidated Fund is promptly and totally re-imbursed;
 - ✓ Reviews, on an on-going basis, all project related bank accounts, to ensure that there are no large, idle cash balances.

Expenditure Management and Control:

- Monitors the implementation of Project Budgets. Includes Para-Statal Bodies which are funded from the Budget;
- Obtains and analyzes the related Monthly Financial Reports to determine if:
 - ✓ All funds have been utilized for its specific purposes as stated in the approved Budget
 - ✓ The funds were efficiently employed
- Evaluates, in conjunction with the Corporate Planning Unit, the physical and financial performance of projects.

Managing Deposit Portfolios:

- Certifies that the Deposit Portfolio and any other Special Fund Portfolio, operated by the MOFPS are managed in accordance with rules, regulations and guidelines of the MOFPS;
- Ensures that Deposit Accounts are maintained in their appropriate categories, as approved by the MOFPS;
- Manages and assigns Deposit Account Codes;
- Ensures that Depositors' Lists are accurate and appropriately aged, in accordance with regulations;
- Monitors all Deposit Accounts to ensure that they are being utilized in accordance with the purposes for which they were received;
- Presents Monthly Statements to depositors, which demonstrate the activities of their respective accounts, for each period, as well as their remaining balances;
- Issues internal instructions with respect to procedures for operating Deposit Accounts or any other type of special fund deposit. This is subject to the approval of the Director, Management Accounts;
- Ensures that Deposit Accounts, which carry balances and are dormant for six (6) years or more, must be paid over to the Accountant General as Miscellaneous Revenue;
- Conduct detailed, research and analyzes of funds held on deposit with respect to the following:
 - ✓ The projected date when the funds will be required for use
 - ✓ An appropriate and secure investment for such funds, which will mature prior to the projected date when the funds will be required; and
 - ✓ The projected interest and/or capital gain expected on the investment; then
 - ✓ Present recommendations for investments and request approvals.
- Ensures that all funds held on deposit under the category "Revenue Deposits", are paid to Revenue as quickly as possible;
- Provides technical advice to local Deposit Managers that is, the Accountable Officer who is directly responsible for the deposit account or scheme. This advice should generate improvement in the programme being operated through the Deposit Account.

Customer Service:

- Maintains and upholds all customer service principles, standards, deliverables and responsibilities;
- Performs any other related duties that maybe assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Accounting Principles and Practices as well as Public Administration
- Expert knowledge and experience in the GOJ Budget preparation process
- Expert knowledge of the Government of Jamaica's (GOJ) Accounting Standards
- Expert knowledge of the Financial Administration and Audit Act and Regulations
- Expert knowledge of related GOJ ICT systems
- Excellent management, leadership, planning and interpersonal skills
- Possess high ethical conduct, confirmed integrity and is open to change
- Is a competent user of computer hardware with knowledge of relevant software applications
- Thinks critically with developed analytical skills as well as abilities to identify risk and any commensurate levels of impact
- Excellent knowledge of the MOFPS' overall strategic plan and its responsibilities with respect to achieving its targets
- Willing to work co-operatively and collaboratively with all stakeholders and able to establish and maintain good working relationships
- Excellent presentation, oral and written communication skills, with report writing
- Excellent investigative and problem-solving skills with the tenacity to do so

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized 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.

Special Conditions Associated with the Job

- Travelling is required;
- There can be stress especially when meeting deadlines;
- Extended working hours are expected.

2. Senior Accountant (FMG/PA 2)**Job Purpose**

The Senior Accountant supports the Director Public Service Accounts, by ensuring that all those assigned processes which are related to the output of the Unit are carried out in a timely manner. Said processes are done in accordance with the appropriate laws, rules, regulations and circulars of the Ministry of Finance and the Public Service (MOFPS).

The incumbent seeks to protect the interest of the Government of Jamaica (GOJ), the MOFPS and staff members, by ensuring that related processes are carried out in accordance with the FAA Act and related Instructions.

He/she carries out assigned processes inclusive of collecting, verifying and or monitoring any and all applicable data, Financial Statements and or claims in accordance with established rules and appropriate Accounting Standards. In addition, financial resources of the MOFPS are managed in accordance with approved processes and reports are presented within agreed timelines.

The Senior Accountant maintains a professional and courteous attitude while delivering responsible, accounting support, thereby upholding the high standards of service delivery, which is considered vital to the MOFPS and the Government of Jamaica, (GOJ).

Key Responsibilities**Management/Administrative:**

1. Maintains cordial and professional relationships with external and internal stakeholders.

Technical/Professional:**The GOJ Employee Health Insurance:**

- Ensures that related Blue Cross Claims, presented in the monthly premium billing for the GEASO Scheme are in accordance with the actual numbers of persons registered and are entitled to benefit from said Scheme;
- Reconciles the monthly claims presented by SAGICOR for the GOJ's contribution, to the amount calculated based on returns presented by Bursar Paid Schools and MDAs;
- Visits any delinquent Bursar Paid Schools and MDAs to educate and assist them in carrying out the appropriate processes;
- Assists in receiving and verifying statements from all Bursar Paid Schools and MDAs;
- Ensures eligibility of GOJ staff who have presented Blue Cross Invoices;
- Establishes and administers an efficient system to accurately verify Blue Cross claims on a monthly basis;
- Checks statements to verify the eligibility of contributions;
- Contacts MDAs to verify the data collected for the Senior Executive Health Scheme;
- Assists the Director in verifying all Financial Statements produced by the Unit;
- Assists in the certification process of payments and Journal Vouchers;
- Assists in collecting payments for Bond Agreements, Loan Forfeiture and bus passes;
- Assists in preparing the Monthly Insurance Variance Reports for presentation to the Principal Finance Officer (PFO).

Public Employee Transportation Scheme:

- Collects, disburses and accounts for bus passes, in accordance with established procedures, on behalf of the Public Employee Transportation Scheme;
- Ensures that the sale of weekly bus passes are summarized as well as any statements related to bus rentals, both of which must be included in the monthly statements to be presented to the Director;
- Checks and verifies payment vouchers on behalf of the MOFPS, ensures that all supporting documents such as, invoices and bills are at hand in support of preparing the vouchers;
- Reconciles all Bank Statements in accordance with accounting procedures as well as completion dates. Ensures that Bank Statements are kept current and the Payment Cash Book is balanced;
- Monitors the collection of Health Insurance Data for all Parish Councils on the GPASO Plan. Ensures that the appropriate report is prepared accurately and in accordance with the SAGICOR GPASO Invoices;
- Verifies data collected against the SAGICOR monthly bill and assist with posting GEASO monthly data in accordance with the procedures;
- Collects GEASO Summary Forms and educate Bursars with respect to the importance of the Summary Forms and procedures;
- Ensures that appropriate Databases are updated on a monthly basis and invoices are paid by the agreed date of the month;
- Prepares all related reports on or before the agreed deadlines.

Bonding:

- Collects and receipts all Scholarship funds received, in accordance with its purpose and prepares the appropriate lodgment and Revenue Report;
- Inputs any new accounts and updates files related to the Police Computer/Education Loans, update any loan repayments and prepares the Exceptional Report to be reviewed by the Director;
- Verifies that all revenues collected are receipted and posted correctly, by checking and matching Receipt Books, deposit slips, Value Book and postings in Cash Books;
- Ensures the timely preparation of Monthly and Annual Financial Statements for the Provident Fund and Bus Accounts;
- Prepares Journal Vouchers in respect of receipts and payments obtained from Cash Books. Posts amounts to the respective accounts in the Main Ledger, then total the amounts and balances the Main Ledger;
- Inputs any new accounts in the Education Loan Database, maintains/updates the files, records repayments on a monthly basis and prepares any related Exceptional Report to be reviewed by the Director;
- Receives from MDAs, information on the GEASO Summary Forms, records and update the GEASO Database;
- Sorts all incoming mail and dispatches to the appropriate Officers;
- Prepares the Miscellaneous Revenue Report as well as the Report for Deposits, which were received in relation to Scholarships.

Customer Service:

- Adhere to established Customer Service principles, standards and deliverables;
- Deliver customer evaluations to the appropriate officer;
- Performs any other related duties that maybe assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Accounting Principles and Practices
- Knowledge of the Government of Jamaica's (GOJ) Accounting Standards
- Knowledge of the Financial Administration and Audit Act and Regulations
- Knowledge of related software applications
- Excellent analytical, planning and interpersonal skills
- Possess high ethical conduct, confirmed integrity and is open to change
- Is a competent user of computer hardware with knowledge of relevant software applications
- Willing to work co-operatively and collaboratively with stakeholders and able to establish and maintain good working relationships
- Good oral and written communication skills, with report writing
- Good investigative and problem-solving skills with the tenacity to do so

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized 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.

Special Conditions Associated with the Job

- Travelling is required;
- There can be stress especially when meeting deadlines;
- Extended working hours are expected.

3. Management Accountant 1 (FMG/PA 1)

Job Purpose

To be directly responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved Budget and Warrant allocation in respect of the Ministry's Recurrent and Capital A and B Heads.

Key Responsibilities

Assists in the Commitment Planning process by:

- Assisting in the Commitment Planning Process and in the determination and classification of commitments according to the following categories:
 - Inescapable
 - Priority
 - Other
- Assisting the Directors of Management and Financial Accounts in the planning and utilisation of available cash based on the level and categories of outstanding commitments;
- Advising the Director of Management Accounts through the Senior Management Accountant - Recurrent of slow-moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

Controls expenditure within the limits of the approved Budget and Warrant allocation by:

- Receiving commitment requisition from Programme Managers;
- Examining commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informing Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Ensuring the proper maintenance of the Commitment Control Register for the Ministry's Recurrent; Capital A and B heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submitting monthly Report to the Director of Management Accounts on the position of un-discharged commitments.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Skilled in operating computerised accounting systems
- Ability to work in a team

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or Bachelor's in Business Administration.

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

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

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.



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