



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 225
OSC Ref. C. 6495³

6th June, 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 post of **Director, Finance and Accounts (FMG/PA 3)** in the **Institute of Forensic Science and Legal Medicine (IFSLM)**, salary range \$ 2,551,250– \$ 3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

To ensure the effective, efficient and economical use of the Institute's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the budget ensuring a high standard of probity, regularity, transparency, accountability and value for money.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of objectives and strategies of the Department's Strategic/Operational Plan;
- Participates in the quarterly evaluation of the performance of programme/sectional managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Advises the Executive Director and the Management Team on the financial performance of the Institute and on its financial status;
- Provides expert advice and specialist assistance to Programme/Sectional Managers as required;
- Prepares Progress, Annual, Special and other reports as necessary;
- Represents Executive Director at meetings, conferences, workshops and seminars as required.

Technical/Professional:

To ensure that proper systems and procedures are in place for accurately capturing all accounts payable in the correct period to which they relate by:

- Reviewing constantly the operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the Financial Year;
- Conducting tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Assisting the Executive Director and the Management Team in establishing and maintaining an effective and compliant system for the procurement of goods, works and services;
- Recommending cost-saving measures, and controlling systems for the operational use, maintenance and security of all assets under the control of the Institute.

To ensure that proper systems and procedures are in place for the accurate and timely settlement of accounts payable, payroll and all other payments; and that such payments are made in accordance with the Financial Administration and Audit Act, its Regulations and Instructions by:

- Monitoring that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;
- Managing that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Monitoring that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensuring that an effective, fair and proper system is in place for the prioritization and settlement of Accounts Payable;

- Managing that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.

Human Resource:

- Plans, organizes and directs the work of the Department, including overseeing the creation of the Department's Strategic and Operational Plans, and Budgets, and monitoring the Department's achievement against them;
- Developing and managing the performance of the Department, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Department's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensures that the Department provides a consistently high level of service to them;
- Evaluates the performance of the direct reports;
- Prepares and conducts presentations on role of Department for the Orientation Programme;
- Sets agreed individual performance targets and monitors performance and provides feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and teambuilding skills;
- Excellent analytical and judgement skills;
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Problem solving skills.
- Excellent interpersonal and influencing skills.

Technical

- Excellent knowledge of GoJ accounting principles, guidelines and laws
- Skill in operating computerized accounting systems and the Central Treasury Management System (CTMS).
- Working knowledge of MyHR+ System

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration from a recognized University, **or**;
- ACCA Level 2, **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 Friday, 17th June, 2022, to:**

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

Email: 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**