



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 239
OSC Ref. C. 6210/S5¹⁹

10th 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 be assigned to the post of **Expenditure Management Officer (FMG/AT 2) – (Not Vacant)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$953,768 – \$1,133,731 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Management Accounts, the Expenditure Management Officer is responsible for recording commitments for goods and services made on behalf of the Ministry in keeping with the Ministry's Budget and discharges these commitments when the goods and services have been delivered and funds are available.

Key Responsibilities

- Reviews unexpended Vote and approves requests for commitments from Programme Managers;
- Checks uncommitted Vote on FINMAN to ascertain if resources are available to cover Purchase Orders;
- Codes, commits and dispatches Purchase Orders;
- Records Purchase Order Commitment data on FINMAN Tracking System;
- Monitors Bank Balances on FINMAN and at the bank to ensure adequacy of resources and makes funds available to meet invoices and claims approved for payment;
- Ensures that the FINMAN Commitment Module for the Missions are updated daily;
- Checks coding of invoices received from the Administration and Office Management Unit and other Departments;
- Checks the FINMAN Bank Balance and funds the payment of invoices;
- Discharges commitments for the preparation of cheques;
- Enters commitments and discharges in FINMAN Tracking System;
- Reviews Work-in Progress and advises supervisor of Purchase Orders to be committed and commitments not discharged for lack of funds;
- Checks FINMAN Monthly Reports to ensure accuracy of 'Uncommitted Vote' before submission to Programme Managers;
- Generates Monthly Report of Uncommitted Vote, undischarged commitments and unpaid invoices (accounts payable) for each programme.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade
- Sound knowledge of the Financial Administration and Audit Act.
- Comprehensive knowledge of Government accounting principles and practices
- Good interpersonal and customer service skills
- Ability to work in teams
- Good oral and written communication skills
- Good organizing skills
- Working knowledge of relevant computer applications

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited tertiary institution;

- A.Sc Degree in Business Studies/Business Administration from an accredited tertiary institution;
- A.Sc in Accounting – MIND;
- Successful completion of second year of B.Sc Degree in Accounting or Management Studies with Accounting or BBA Degree at an accredited university;
- Certificate in Government Accounting Level 2

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd June, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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**