



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 250 **OSC Ref. C. 4857¹⁷**

20th 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 following **vacant** posts in the **Ministry of Transport and Mining**:

1. **Senior Management Accountant (FMG/PA 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Accounts Payable Officer (FMG/AT 3)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. Senior Management Accountant (FMG/PA 3)

Job Purpose

The incumbent under the general supervision of the Director, Management Account, will be responsible for:

- The preparation and implementation of the Ministry's operational budget (i.e. recurrent budget) in accordance with:-
 - ✓ The approved Corporate Plan
 - ✓ The guidelines prescribed by the Financial Secretary
 - ✓ The priorities and policies of Government
- Directly responsible for ensuring those targets in respect of miscellaneous revenue and/or appropriations-in-aid are achieved;
- Directly responsible for management of contingencies advances paid;
- Directly responsible for cash advances received from MOF contingencies, treasury deposits etc.

Key Responsibilities

- Prepares draft Operational Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with;
 - ✓ The ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary
 - ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan
 - ✓ The national economic and policy priorities;
- Analyzes Operational Budget requests from Divisions/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic Implementation Plans where applicable;
- Analyzes the Operational Budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the Implementation Plan where applicable;
- Provides guidance where necessary to Divisions/Departments, in the preparation of the narratives in support of the Operational Budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Prepares Budget revisions according to the Ministry of Finance and the Public Service guidelines and expenditure pattern, including annual and multi-year commitments;
- Provides monthly Budgetary Control Report on activities;
- Advises of anticipated unused Budget provisions and allocations and provides suggestions for the best allocation for the unused balances;
- Submits the consolidated operational draft budget estimates to the Director, Management Accounts ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Financial Secretary for submission to the Ministry of Finance and the Public Service within the stipulated deadline;
- Provides advice and guidelines to the Ministry managers on the preparation of Budget status and availability of funds and interpretation of financial data;

- Maintains control over the level of operational expenditure, ensuring that expenditure are kept within budgetary limits and that there is high standards of performance, value for money is achieved in the management of public finances, activities are performed within the Budget;
- Manages an effective Cash Management System in respect of operational funds, which includes allocating the monthly warrants in accordance with agreed priorities, contains expenditure within the warrant limits through a system of commitment planning and control, ensuring that appropriations-in- aid are fully realized;
- Ensures that expenditure against approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting departmental revenues etc.;
- Monitors the implementation of Operational Budgets including that of para-statal bodies funded from the Budget. Obtains and analyzes monthly reports to determine whether the funds have been utilized for the specific purposes indicated in the approved Budget and whether these funds have been utilized efficiently;
- Evaluates the physical and financial performance in the implementation of the Operational Programmes in the recurrent budget;
- Ensures that a realistic Budget for miscellaneous revenue and/or appropriations- in-aid is established and that the targets are achieved ;
- Identifies new areas for cost recovery and obtain approval for their implementation;
- Prepares and submits Cash Flow Reports to the MOF&PS on a monthly basis;
- Submits statutory deductions to MOFPS;
- Submits gross salaries and bills outstanding for previous month to MOFPS;
- Submits GCT on utilities payments to Budget Analyst at MOFPS;
- Responds to queries from MOFPS on items related to budgets;
- Performs Warrant adjustments;
- Prepares Annual Wage Budget and submits to MOFPS;
- Restores return of balances at the end of the fiscal year;
- Prepares and submits quarterly virement reports to MOFPS;
- Attends Quarterly Meetings at MOFPS to discuss status of Budgets;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical, problem-solving and decision-making skills
- Integrity
- Accountability
- Customer focus
- Demonstrates initiative and compliance

Functional/Technical:

- Good budgeting and Cash Management skills
- Excellent knowledge of the FAA Act/Instructions
- Skills in operating GOJ Computerized Accounting System

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Asc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

The incumbent under the general direction of the Senior Manager, Accounts Payable and Disbursement, will be responsible for the processing of payments.

Key Responsibilities

- Receives invoices, claims, bills etc. and prepares Payment Vouchers accordingly;

- Records all bills, claims, contracts etc. and other pertinent particulars/information in the “Incoming Bill Book”;
- Prepares covering Payment Vouchers etc. for bills, claims, contracts etc. received;
- Batches and prelist payables for entry on the Government Financial Management Information System (GFMIS);
- Tallies Payment Vouchers by each head of estimate and completes batch control forms, which is intended to ensure that the control totals for the posted batches of bills agree with the generated system totals;
- Creates new Client List on the Government Financial Management Information System (GFMIS);
- Inserts details of Payment Vouchers on the system ensuring that they are posted to the relevant Heads of estimates and that the correct event codes are applied;
- Generates input list of posted transactions and verifies data entered on the system by comparing the posted transaction totals with the control totals for the batches Payment Vouchers and correct any errors found by way of the editing process;
- Re-runs Transaction List to ensure accuracy;
- Prints transaction listings and submits along with Payment Vouchers and supporting documents to supervisor for verification;
- Maintains Attendance Register and prepares Monthly Returns for submission to Human Resource Branch;
- Maintains Files and Leave Records in respect of staff in Accounts;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good teamwork and co-operation skills
- Good work attitude
- Good interpersonal skills
- Ability to cope well under pressure

Technical:

- Excellent computing skills including Government Financial Management Information System data entry
- Knowledge in the preparation of payment voucher
- Knowledge of Government of Jamaica’s regulations/instructions related to Public Sector’s payments and procurement
- Knowledge of Government of Jamaica’s Accounting Code Classification

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor’s Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Friday, 1st July, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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