



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 284 **OSC Ref. C.5850¹⁴**

5th July, 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, Management Accounts (GMG/PA 3) – (vacant)**, in the **Finance and Accounts Division, Ministry of Economic Growth and Job Creation**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Responsible for the preparation and implementation of the Ministry's Cash and Accrual Budgets in accordance with its approved corporate plan; guidelines prescribed by the Financial Secretary and the priorities and policies of Government.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of objectives and strategies of the Division's Strategic/Operational Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Advises the Permanent Secretary, Minister, and Director General on the financial performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to Programme Managers as required;
- Prepares Progress, Annual, Special and other reports as necessary;
- Represents Permanent Secretary at meetings, conferences, workshops and seminars as required;
- Advises the Principal Finance Officer on the Financial Performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to Programme Manager as required.
- Assists in the development and updating of objectives and strategies of the Ministry's Corporate Plan, as part of the Senior Management Team;
- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Monitors and prepares Budgets and Cash Flows in line with the Ministry of Finance's guidelines as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability;
- Maintains a Budgeting System that fits into a timetable and delivers Expenditure Budgets according to guidelines issued by the Ministry of Finance and the Public Service;
- Prepare draft Expenditure 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 Permanent Secretary
 - ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan;
 - ✓ The national economic and policy priorities
 - ✓ Closely analyze 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
 - ✓ Closely analyze 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 implementation plans, where applicable
- Provides guidance where necessary to Divisions/Departments, in the preparation of the narratives in support of the Budget allocations to ensure that it brings out the specific purposes and performance indicators given in the Corporate Plan;
- Submits the consolidated draft Budget estimates to the Principal Finance Officer 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 Permanent Secretary for submission to the Public

Expenditure Division of the Ministry of Finance and the Public Service within the stipulated deadline;

- Reviews in conjunction with Programme Managers the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries are covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.;
- Prepares Annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Permanent Secretary;
- Prepares in accordance with the guidelines of the Ministry of Finance and the Public Service the following Budget Statements for the Ministry:
 - ✓ Income and Expenditure
 - ✓ Balance Sheet
 - ✓ Cash Flow
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that there is:
 - ✓ High standards of performance
 - ✓ Value for money is achieved in the management of public finances
- Has direct responsible for implementing and operating an effective Cash Management System which includes:
 - ✓ Allocating the monthly and quarterly warrants in accordance with agreed priorities
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - ✓ Ensuring that appropriations-in-aid, if any, are fully realized
 - ✓ Directly responsible for ensuring that expenditure against the approved Budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting Departmental Revenue etc.
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances;
- Establishes and operates a sound system for budget implementation which will ensure proper expenditure management and control in the Ministry, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the instructions there from;
- Monitors the implementation of the Budget of Portfolio entities collaborates with the Financial Analyst, to determine whether:
 - ✓ Budgetary funds are being utilised for the purposes approved by Parliament
 - ✓ Budgetary funds are efficiently, effectively and economically being used
- Evaluates in conjunction with the Corporate Planning Unit, physical and financial performance in the implementation of the capital projects as well as activities in the Recurrent Budget;
- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; authorized measures are employed to improve collections and bring it in line with targets;
- Ensures that all revenues collected and payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Develops in place a sound system of Management Accounting and reporting to meet operational requirements of the Ministry.

Human Resource:

- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Strategic and Operational Plans, and Budgets, and monitoring the Unit's achievement against them;
- Develops and manages the performance of the Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Unit'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 Division provides a consistently high level of service to them;
- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Evaluates the performance of the direct reports;

- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme;
- Sets agreed individual performance targets and monitoring performance and providing feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities.
- Performs any other related duties that may be assigned from time to time.

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

Technical:

- Skill in operating computerised accounting systems
- Excellent knowledge of GoJ Accounting principles, guidelines and laws

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.

Applications accompanied by résumés should be submitted **no later than Monday, 18th July, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Subject: Director, Management Accountant (GMG/PA 3)

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**