



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 303** **OSC Ref. C.4857<sup>17</sup>**

14<sup>th</sup> 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 **vacant** post of **Finance and Accounts Manager, (Level 8)** in the **Maritime Authority of Jamaica (MAJ)**, salary range \$3,224,044 – \$4,191,257 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

This position provides support to the Finance and Accounting Unit of the Authority in fulfilment of its accounting functions, objectives, obligations and responsibilities. The Finance and Accounts Manager is also responsible for facilitating the efficient and effective operation of the Accounting Department.

The job is to be performed in such a manner that this position supports the service quality and image of the Maritime Authority of Jamaica (MAJ).

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in the development of the Directorate's Operational Plan and Budget;
- Serves on various committees, as well as participates in meetings, seminars, conferences and workshops as required;
- Plans, co-ordinates and directs all the activities of the functional area;
- Provides leadership, support and guidance to all staff to ensure the Directorate is effectively managed;
- Establishes and enforces standards and rules of professional conduct for staff within the Directorate in order to maintain the highest level of confidence in its integrity and efficiency.

##### ***Technical/ Functional:***

- Provides supervisory oversight for the activities carried out by the Assistant Accountants and the Payments and Payroll Officer;
- Ensures that Financial Accounting policies and procedures are in place and adhered to, and all transactions are accurately recorded in a timely manner;
- Prepares stipulated reports for approval and submission to the Portfolio Ministries;
- Maintains and updates the General Ledger System
- Supports the effectiveness of the Unit through execution of the following activities:
  - ✓ Reviews Monthly Financial Statements and ensures accuracy
  - ✓ Checking of payables invoices (local and foreign)
  - ✓ Posting of payables
  - ✓ Posting of AR receipts and invoices
  - ✓ Checking of Cash and Bank Balances Reports
  - ✓ Reviewing of Bank Reconciliations
  - ✓ Reviewing of Journal Vouchers
  - ✓ Reviewing of the payroll and payroll adjustments
  - ✓ Checks additions to the Fixed Assets Register and depreciation
  - ✓ Ensures that proper records are kept of staff loans and reports are generated on advances/loans outstanding.
- Reviews the performance of each assigned Unit periodically to ensure achievement of established objectives;
- Interprets related policies and procedures and ensures their timely implementation;
- Provides supervision and ensures that all accounting functions/activities are carried out in efficient and effective manner and are in keeping with the established Accounting Standards.

- Maintains customer relations with stakeholders to include customers, vendors/suppliers, Agencies/Organizations.

***Human Resource:***

- Establishes clear objectives and individual performance targets and monitors supervisees' performance in accordance with the goals and objectives of the Directorate;
- Participates in the recruitment and selection of staff and the administration of discipline in accordance with MAJ policies and the Labour Laws of Jamaica;
- Identifies and recommends requisite training, development and staff welfare activities;
- Conducts Performance Appraisals for staff supervised and ensures that the required follow-up action is taken.

***Other:***

- Provides assistance to the Cashier in the absence of the immediate Supervisor;
- Undertakes and performs other related functions assigned from time-to-time as required.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of established accounting processes and standards.
- Excellent knowledge of the Financial Accounting Auditing Act, Public Bodies Management and Accountability Act.
- Excellent knowledge of the Jamaican Taxation and payroll requirements
- Working knowledge of audit techniques
- Working knowledge of Staff Orders for the Public Service
- Proficiency in the use of technology and accounting software and Microsoft Office
- Good presentation, oral and written communication skills
- Excellent leadership, interpersonal and teamwork skills
- Good problem solving and decision-making skills

**Minimum Required Qualification and Experience**

- Master of Science Degree in Accounting or Postgraduate qualification in Finance and Accounting from a reputable institution **or**
  - Professional certification in Accounting (ACCA Level III) **plus**
  - Five (5) years' experience at senior management level in financial operations with at least three (3) years' experience/exposure in a similar position or with an audit firm.
- OR**
- ACCA Level III **or** BSc. Accounting **or** equivalent qualification **plus**
  - Ten (10) years' experience in accounting and auditing with at least five (5) years being at the Senior management level in a similar position.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27<sup>th</sup> July, 2022 to:**

**Human Resource Manager  
Maritime Authority of Jamaica  
2<sup>nd</sup> Floor, The Office Centre Building  
12 Ocean Boulevard  
Kingston**

Email: [sdmitchell@jamaicaships.com](mailto:sdmitchell@jamaicaships.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**