



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 342 **OSC Ref. C. 6555¹⁴**

15th August, 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 **Compliance Officer (FMG/AS 2) – (Not Vacant)** during the period **October 24, 2022 to January 10, 2023** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Compliance Officer (FMG/AS 3), the Compliance Officer (FMG/AS 2) examines internal control procedures, Cash Books, receipts and payment logs against deposit and withdrawal slips in the People's Co-operative Banks, island-wide, in accordance with the Financial Administration and Audit (FAA) Acts.

Key Responsibilities

Technical/Professional:

- Undertakes the schedules/inspections in the People's Co-operative Bank;
- Schedules and conducts cash audit and inspection assignments;
- Prepares monthly reports based on audits and inspections carried out;
- Checks all cash transactions to ensure that there is a balance in the Cash Books;
- Inspects receipt and payment log to ensure accuracy;
- Analyzes and examines periodic information collected from P.C. Bank;
- Makes recommendations regarding corrective measures and improvements to the system as it relates to the P.C. Bank;
- Writes Intervention Reports based on audits and inspections carried out;
- Reviews fit and proper Questionnaires for Directors/Committee members/senior staff of the P. C. Bank;
- Prepares Monthly Productivity and Achievement Reports on assignments undertaken;
- Develops policy documents and plans for the P. C. Bank;
- Attends Annual and Special General Meetings to provide constitutional, legal and technical advice;
- Develops forms to be used to gather information;
- Disseminates information to external clients and the public pertaining to the entities registered under the various Acts and Regulations;
- Analyzes the Financial status/operations of Societies by reviewing annual and monthly and financials to ensure compliance of Returns vis-à-vis established standards and make recommendations to the Senior Compliance Officer based on findings;
- Attends Board, Annual, Inaugural and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of rules, parliamentary procedures, elections of Committees in accordance with the established statutes governing Co-operative and Friendly Societies; also Board of Directors Meetings to provide technical advice to Registered Charitable Organizations;
- Reviews applications to facilitate renewal of Charitable Organizations;
- Develops and reviews Policy Manuals in consultation with management of the Societies to guide and standardize the operations of Societies;
- Updates accounting records of Societies in special cases as delegated by Manager;
- Reviews the relevant Acts and Regulations for possible amendments;
- Performs any other related duties that may be assigned by the Management Team from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills

- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use initiative
- Integrity
- Good problem-solving and decision-making skills
- Analytical thinking skills
- Good use of technology
- Strategic Vision
- Change Management
- Social skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Co-operatives and Friendly Societies principles
- Proficient in relevant computer applications
- Good research skills
- Knowledge of the operations and processes of the PC Banks
- Excellent auditing and technical skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; **or**
- ACCA Fundamentals or equivalent and no experience; **or**
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification, plus at least two (2) years Auditing or Accounting experience.

Special Condition Associated with the Job

- Must possess a reliable motor vehicle and Driver's Licence;
- Will be required to travel island-wide;
- Will be required to work outside the normal working hours in completing the work programme and on weekend;
- Unfavourable working conditions at times.

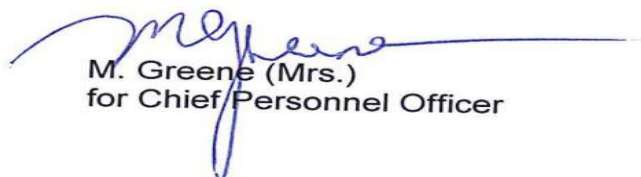
Applications accompanied by résumés should be submitted **no later than Friday, 26th August, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.


M. Greene (Mrs.)
for Chief Personnel Officer