



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 343 **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 fill the **vacant** post of **Manager, Finance and Accounts (Level 8)** in the **Jamaica Intellectual Property Office**, salary range \$2,788,986 - \$3,486,231 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Executive Director, the Manager, Finance and Accounts is tasked with the responsibility for Finance and Accounting, Procurement, Revenue Collection and Management of the general financial operations of the JIPO in accordance with the Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act, the Income Tax Act, the Government Procurement guidelines and the relevant regulations and legislation.

Also, responsible for the management of JIPO's financial resources, including the determination of priorities and allocations of resources, utilization of revenue generated and ensuring that the budgeting system instituted is timeframe sensitive. Providing Financial advice to the Executive Director and Senior Management Team on matters including Budget Reviews, priorities and targets.

Key Responsibilities

Management/Administrative:

- Exercises responsibility for the day to day financial and accounting operations of JIPO;
- Contributes to the General Management and Strategic direction of the JIPO and to the development and implementation of Financial Management and Operational policies;
- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Provides authoritative and accurate advice and specialist assistance to the Executive Director, Senior Management and staff members;
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

Technical/Professional:

- Plans, organizes and co-ordinates the financial and accounting operations of the JIPO;
- Exercises responsibility for the financial assets of the JIPO;
- Ensures the effective, efficient and economical use of JIPO's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, transparency, accountability and value for money;
- Develops a timeframe sensitive Budget System and guides and provides expert advice to the Executive Director, the Finance Committee of the Board, the Senior Management Team, as required;
- Examines Budgets for consistency with targets and priorities and prepares timely Financial Statements, analyses and reports for management, Advisory Board members and Ministry of Finance and the Public Service as required;
- Analyzes Financial Statements and provides reports on adherence to standards and regulations and makes recommendations for corrective action;
- Advises the Executive Director on the use and application of revenue earned and on general financial issues such as major revenue, expense issues and assets acquisition;
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the financial and accounting resources of JIPO;
- Monitors and controls Cash Flows including periodic reviews of rates, fees, contributions and charges for services and ensures that mechanisms for controlling expenditures are strengthened;
- Ensures proper budgeting and accounting for externally funded projects;
- Ensures effective functioning of a system of Internal Audit;
- Implements and maintains effective systems and procedures for managing JIPO's funds;

- Manages the Procurement Systems for the proper acquisition and utilization of resources in accordance with Government policies, procedures and the FAA ACT;
- Develops systems to evaluate and determine the feasibility of income generating projects and activities that can enhance the resource earning capabilities of JIPO;
- Maintains effective working relationships with external and internal stakeholders and clients ensuring that the Accounting and Financial personnel provide a consistently high level of service.

Human Resource:

- Provides leadership and guidance to officers supervised through mentorship, coaching, training, communication and setting of objectives and priorities;
- Develops a culture of efficiency, teamwork, empowerment and commitment to projected goals;
- Participates in the recruitment of staff and development and implementation of a Succession Planning Programme;
- Manages the Performance Appraisal Reports for the officers supervised and makes recommendations for training, promotion leave and other personnel action;
- Performs and other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong presentation, oral and written communication skills
- Strong analytical and negotiating skills
- Strong interpersonal and influencing skills
- Strong leadership and teambuilding skills
- Strong customer relations skills
- Strong planning and organizing skills
- Good problem-solving skills
- Ability to deal tactfully and diplomatically with Private and Public Sector personnel
- Sound understanding of the decision-making process
- Good team skills
- Excellent knowledge of Government Accounting and Financial Procedures, FAA Act and Regulations
- Excellent knowledge of the Organization's policies and procedures
- Excellent knowledge of GOJ Procurement Procedures and Policy
- Proficiency in the use of Spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- Master's Degree in Accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least seven (7) years post qualification experience; **or**
- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least seven (7) years post qualification experience; **or**
- Bachelor's Degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine-ten (9-10) years relevant experience.

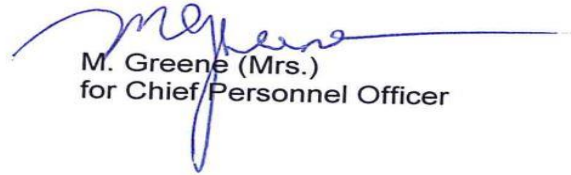
Applications accompanied by résumés should be submitted **no later than Friday, 26th August, 2022 to:**

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

**Website: www.jipo.gov.jm
Email: hrma@jipo.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