



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 410

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27th September, 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 **Accountant (FMG/PA 1)** in the **Department of Government Chemist**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will manage the financial affairs and accounts of the Department by ensuring that proper accounting procedures and practices are engaged to facilitate achievement of the operational goals of the Department.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of objectives and strategies of the Department's Strategic/Operational Plan;
- Advises the Government Chemist on the financial performance of the Department and on its financial status;
- Prepares Annual, Special and other Financial Reports as necessary;
- Represents the Department at meetings, conferences, workshops and seminars as required.

Technical/ Professional:

- Ensures that proper systems and procedures are in place to accurately capture all Accounts Payable in the correct period to which they relate;
- Reviews constantly, the operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all Accounts Payable relating to each period and to the financial year;
- Conducts tests to ensure that all Accounts Payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Assists the Government Chemist in establishing and maintaining an effective and compliant system for the procurement of goods, works and services;
- Recommends cost-saving measures and control systems for the operational use, maintenance and security of all assets under the control of the Department;
- Ensures that proper systems and procedures are in place for the accurate and timely settlement of accounts payable, payroll and all other payments and that such payments are made in accordance with the Financial Administration and Audit (FAA) Act, its Regulations and Instructions;
- Monitors that there is an adequate system for checking, certifying and authorizing payments, in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Monitors to ensure that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available;
- Ensures that an effective, fair and proper system is in place for the prioritization and settlement of Accounts Payable;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.

Human Resource:

- Plans, organizes and directs the work of the Branch, including overseeing the creation of the Branch's Strategic and Operational Plans and Budgets and monitors the Branch's achievement against them;

- Develops and manages the performance of the Branch, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that the Branch'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 Branch provides a consistently high level of service to them;
- Evaluates the performance of direct reports;
- Sets agreed individual performance targets; monitors performance and provides feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and teambuilding skills
- Excellent problem-solving, planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal, analytical and judgement skills

Technical:

- Excellent knowledge of GoJ Accounting principles, guidelines and laws
- Skill in operating computerized accounting systems and the Government Financial Management System (GFMS)

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level C/Level 3, **or**;
- ACCA Level 1, **or**;
- NVQJ Level 4, Accounting, **or**;
- Diploma in Accounting from an accredited University or Community College, **or**;
- Associate of Science Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2, & 3, **or**;
- Bachelor of Science Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

Special Condition Associated with the Job

- Will be required to cope well under pressure and meet deadlines.

Applications accompanied by résumés should be submitted **no later than Monday, 10th October, 2022 to:**

**Government Chemist
Department of Government Chemist
Hope Gardens
Kingston 6**

Email: government.chemist@moh.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**