



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 382 **OSC Ref. C.6634/S9²**

7th 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 **Manager Finance and Accounts (Grade 8)** in the **Management Institute for National Development (MIND)**, salary range \$2,641,334 - \$3,673,816 per annum and any allowance(s) attached to the post

Job Purpose

The incumbent will be responsible for ensuring that the Agency's Financial Management and Accounting function responds judiciously to the expectations of all stakeholders to maintain a strong financial position and sustain credible and respected fiscal relationships, enabling MIND to fulfill from a finance perspective; its statutory, legal and other financial obligations through the making of sound financial and operational decisions.

Key Responsibilities

- Maintains all accounting books and records, schedules and files required to provide complete, timely and accurate information for financial reporting;
- Maintains the General Ledger System, ensuring accurate posting of accounting transactions and adjustments;
- Directs the preparation of Payment Vouchers and cheques through the general disbursement procedure, and follow up to ensure the timely distribution of cheques to MIND's suppliers of goods and services;
- Checks Payroll accuracy and ensures that all transactions are properly posted and recorded;
- Checks all receipts and lodgments and ensures transactions are accurately processed and deposited to Bank Accounts, observing all the requisite internal controls and safeguards;
- Ensures the accurate and timely remittance of pension, insurance and statutory deductions to relevant organizations and Government Agencies;
- Participates in interim audit exercises, providing Auditors with the necessary information;
- Supports the timely completion of Financial Statements and other monthly, quarterly and Annual Reports;
- Ensures sound Petty Cash administration;
- Assists in the Budget preparation process;
- Supports the establishment, maintenance and implementation of adequate internal controls, safeguards and procedures;
- Ensures the accurate preparation of daily Cash Book balances and weekly, monthly and annual Bank Account reconciliations;
- Supports the preparation of Performance and Accounting Reports in compliance with reporting requirements.

Required Knowledge, Skills and Competencies

- Excellent Knowledge of Accounting Principles and Practices
- Good Knowledge of Risk Management
- Excellent Knowledge of Financial Management
- Excellent Knowledge and Practice in Budgeting and Forecasting
- Good Knowledge of Financial Administration and Audit (FAA) Act
- Good Knowledge of Financial Instructions to Executive Agencies (FIEA)
- Excellent Working Knowledge of Accpac Software
- Excellent leadership skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- Postgraduate Degree in Accounting or ACCA (Level III) or its equivalent;
- Five (5) years related working experience and two (2) years at the supervisory level;
- Knowledge of and experience with the Public Sector environment would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20th September, 2022 to:**

Senior Manager, Human Resource Management
Management Institute for National Development (MIND)
235A Old Hope Road
Kingston 6

Email: hr@mind.edu.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