



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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 be assigned to the post of **Senior Director, Finance and Accounts (FMG/PA 4) - (Not Vacant)** in the **Finance and Accounts Division, Department of Correctional Services**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Commissioner of Corrections, the Senior Director, Finance and Accounts, ensures that all accounting policies and guidelines established by the Ministry of Finance and the Public Service's instructions in the Financial and Audit (FAA) Act are adhered to in all expenditure and receipt of funds and other assets by the Department.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of objectives and strategies of the Department's Corporate and Operational Plans;
- Advises the Commissioner on the financial performance and status of the Department;
- Provides expert advice and specialist assistance to Programme Managers;
- Ensures that a budgeting system is in place and ensures that Budgets are submitted within the timeframe set by the Ministry of Finance and the Public Service and in keeping with the Ministry's operational guidelines;
- Ensures that the Budget requests from the Units are closely analyzed to determine that they reflect the level of allocations and guidelines established by the Department's Senior Management Team and are supported by realistic implementation plans;
- Ensures that the budget requests in respect of the DCS are also developed in accordance with the approved objectives and strategies, are realistic and supported by implementation plans;
- Has overall responsibility for cash management, including:
 - ✓ Allocating the monthly and quarterly warrants in accordance with agreed priorities
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - ✓ Ensuring that appropriations-in-aid, if any, are fully realized;
- Assists the Commissioner in establishing and maintaining an effective and compliant system for the procurement of goods, works and services;
- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Operational Plans and Budgets, and monitors the Unit's achievement against them;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Department provides a consistently high level of service.

Technical/Professional:

- Rationalizes and prioritizes programmes and activities to match expenditure ceiling given by the Ministry of Finance and the Public Service, in consultation with the Commissioner and Deputy Commissioners and the Senior Management Team of the Department;
- Analyzes miscellaneous revenues and any other non-tax revenue estimates under the purview of the Department to ensure that they reflect maximum efforts towards revenue mobilization;
- Analyzes budgetary information and prepares three (3) year Revenue and Expenditure projections;
- Reviews and analyzes budget proposals submitted by Managers in DCS, in respect to the Department's Capital and Recurrent expenditure and programmes to ensure that they are realistic estimates;
- Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation;

- Examines budget estimates for completeness, accuracy and conformance with procedures, regulations and established policies;
- Summarizes budgets and submits recommendations for approval;
- Conducts regular visits and inspection of Adult, Juvenile and Probation Offices to determine levels of weaknesses and risks of non-compliance;
- Liaises with both internal and external auditors to ensure weaknesses identified are corrected;
- Ensures the compliance by Units with the FAA Act and other accounting guidelines as issued by the Ministry of Finance and the Public Service;
- Ensures that there is a proper system of certification and authorization of payments, which is in accordance with the prescribed conditions of regularity and propriety in keeping with the provisions of the FAA Act and its instructions;
- Ensures that proper systems and procedures are in place for accurately capturing all Accounts Payable, Accounts Receivable and Income in the correct period to which they relate;
- Ensures that the commitment control system is operating efficiently and effectively;
- Assists Senior Management Team in DCS to allocate funds in accordance with warrant ceiling and submits allocation ceiling for programmes and activities consistent with funds allocated and established priorities;
- Scrutinizes cash flow requests from Programme Managers and ensures that they are in conformity with the agreed priorities and in consonance with the trend in fund availability;
- Maintains control over the level of expenditure, ensuring that expenditures are kept within budgetary limits and that there are high standards of performance, value for money achieved in the management of public finances and that projects are completed on time and within Budget;
- Submits cash flow and wage bill to the Ministry of Finance and the Public Service;
- Investigates and prepares responses to Audit Inspections and Queries by the Auditor General's Department.

Human Resource Management:

- Monitors and evaluates the performance of direct reports; prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Development Department in developing and implementing a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government Accounting standards and procedures
- Excellent knowledge of the FAA Act
- Excellent knowledge of the Procurement Guidelines
- Proficiency in the use of relevant computer applications
- Good problem-solving and decision-making skills
- Excellent presentation skills
- High level of integrity
- Excellent analytical, judgment, planning and organizing skills
- Skill in operating a computerized accounting system

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting/Management Studies with Accounting or BBA from a recognised University, **or**;
- Post-Graduate Degree in Accounting/Financial Accounting, **or**;
- Practising Chartered Accountant and a member of a designated professional accounting body, **or**;
- ACCA Level 2 or 3.

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

Senior Director
Human Resource Management and Administration
Department of Correctional Services
5-7 King Street
Kingston

Email: jobpostings@dcs.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