



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 437** **OSC Ref. C. 4859<sup>18</sup>**

**12<sup>th</sup> October, 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 **Cost Accountant (FMG/PA 3)** in the **Finance Department, University Hospital of the West Indies**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Costing Accountant is responsible for the ongoing analysis of process constraints and tracing costs to underlying activities, with a view of improving economy, efficiency and effectiveness. The position also investigates and prepares all costing analyses and in-house estimates as required by internal or external stakeholders.

### **Key Responsibilities**

- Prepares monthly Costing Reports;
- Reviews and cost all services provided by the Hospital;
- Monitors all service costs to existing market situation and reports the trends;
- Compiles cost data for preparation of Annual Budgets including estimates of recurrent costs and staff costs for the following year;
- Prepares Cash Flow Statements on a monthly and quarterly basis and submits to Budget Co-ordinator before submission to the Ministry of Finance and the Public Service;
- Analyzes Capital Budget requests;
- Maintains records of approved Capital Projects including copies of all invoices for fixed assets. Enters new Capital Projects in Database;
- Participates in physical inventories and cycle counts as well as investigates and resolves issues relating to the count;
- Participates in the locating and disposal of obsolete inventory;
- Liaises with Fixed Asset Manager to capture and record all approved asset disposals;
- Reconciles Fixed Asset accounts to Fixed Asset System and Subsidiary Records each month. Reviews depreciation calculations;
- Prepares depreciation estimates by G/L account for the Annual Budget;
- Assists in calculation of cost savings for Budget and measurement of actual savings;
- Provides technical advice and data to Departments and Divisions during the Budget preparation process;
- Assists the Director in formulating, monitoring and presenting Budgets for controlling funds for the operation of the Hospital;
- Assists in ensuring the timely publication and distribution of Master Budgets to Contributing Territories and Budget Centres, i.e. Ministry of Health, Ministry of Education and Youth and the University of the West Indies, Department/Division Heads;
- Analyzes areas of expenditure to determine potential savings, efficiencies or possible reconfiguration;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Self-motivation, discipline and organization
- Strong leadership orientation and human relations skills
- Ability to maintain privacy and confidentiality
- Excellent ability to communicate orally and in writing
- Tactful, patient, calm
- Ability to deal with difficult staff members and clients
- Empathetic, diplomatic, fair and logical

- An eye for detail
- Able to work well under pressure
- Good at investigation and policy interpretation

**Technical:**

- Conversant with accounting terminology and principles
- Sound knowledge of cost principles
- Knowledge of business, social and economic research
- Sound knowledge of business management principles and techniques
- Knowledge of customer service practices and strategies
- Advanced computer literacy with advanced knowledge of computer applications and services (i.e., MS Great Plains, Word, Excel, Access, Outlook, Internet, etc.)
- Ability to analyze and interpret Financial and Accounting reports
- Ability to use analytical qualitative and quantitative techniques in decision-making, problem-solving, planning and scheduling operations

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Finance or Business Administration;
- Association of Chartered Certified Accounts (ACCA) Level 2;
- Successful completion of relevant Government accounting and computing courses;
- Three (3) years' experience at the professional accounting level

**Special Conditions associated with the Job**

- Required to own and operate a reliable motor vehicle;
- Required to regularly attend meetings off-site;
- Maybe required to work on weekends and public holidays to meet deadlines to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26<sup>th</sup> October, 2022 to:**

**Senior Director  
Human Resource Management and Development  
University Hospital of the West Indies  
Mona, Kingston 10**

**Email: hrd@uhwi.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**