



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 438
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13th 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 be assigned to the following posts in the **Finance and Accounts Division, Ministry of Agriculture and Fisheries**:

1. **Senior Management Accountant (FMG/PA 3) - (Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Financial Analyst (FMG/PA 3) - (Not Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

1. Senior Management Accountant (FMG/PA 3)

Job Purpose

Under the direct supervision of the Director, Management Accounts (FMG/PA 4), the Senior Management Accountant (FMG/PA 3) is responsible for the preparation and implementation of the Ministry's Operational Budget.

The incumbent is also responsible for:

- Ensuring that targets in respect of miscellaneous revenue and/or Appropriations-in-Aid are achieved
- The management of accounts receivable
- The management of contingencies advances paid
- Cash advances received from the Ministry of Finance and the Public Service's Contingencies, Treasury Deposits etc.
- Monitoring of the performance of programmes/projects/agencies in relation to targets.

Key Responsibilities

Management/Administrative:

- Prepares draft Operational Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such Budgets are prepared in accordance with:
 - ✓ The ceilings and guidelines outlined in the Budget Call issued by the Permanent Secretary
 - ✓ The objectives and strategies of the Ministry as outlined in its Corporate Plan
 - ✓ The national economic and policy priorities
- Analyzes Operational Budget requests from Divisions/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic implementation plans;
- Analyzes the Operational Budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the implementation plan;
- Submits the consolidated Operational Draft Budget estimates to the Director Management Accounts ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Ministry of Finance

Technical/Professional:

Warrant and Cash Management

- Implements and operates an effective Cash Management System in respect of operational funds which includes:-
 - ✓ Allocating the monthly warrants in accordance with agreed priorities
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of checks and balances
 - ✓ Ensuring that appropriations-in-aid, if any, are fully realised

- ✓ Ensuring that expenditure against the approved budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting Departmental Revenue etc.
- ✓ Reviews on an on-going basis all Bank Account Statements to ensure that there are no large idle cash balances
- ✓ Ensures that transfers/payments/recoveries from warrant are fully recorded.
- ✓ Respective Journals are prepared for utilities and GCT Payments made by Accountant General's Department.

Expenditure Management and Control

- Monitors the implementation of Operational Budgets including that of para-statal bodies funded from the Budget. Obtains and analyses monthly Financial Reports to determine whether:
 - ✓ The funds have been utilised for the specific purposes indicated in the approved Budget
 - ✓ Whether these funds have been efficiently utilised.
- Evaluates in conjunction with the Corporate Planning Unit the fiscal and financial performance in the implementation of the operational programmes in the recurrent Budget;
- Monitors actual revenue/A.I.A collections against target, instituting whatever measures possible to ensure that targets are achieved by sensitizing Programme Managers;
- Reviews rates and price charges for goods and services and makes recommendation where necessary;
- Identifies new areas for cost recovery and obtains approval for their implementation;
- Manages accounts receivable ensuring their prompt collection;
- Ensures that clients are promptly billed and invoiced for goods and services received by reviewing miscellaneous revenue and A.I.A records where appropriate;
- Monitors and ensures the prompt clearance of cash advances;
- Maintains control over the level of operational expenditure, ensuring that expenditures are kept within budgetary limits and that:
 - ✓ There is high standards of performance
 - ✓ Value for money is achieved in the management of public finances
 - ✓ Activities are performed within Budget.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action where necessary to improve performance and or attaining established personal and or organizational goals;
- 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/Unit 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.

Other:

- Performs any other related duties as directed by Director, Management Accounts;
- Co-ordinates and compiles Revised Procedural Manual insert for the Unit.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work in teams
- Excellent customer and quality focus skills
- Excellent time management skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Knowledge of Budget Preparation and Management
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in the use of spreadsheets and other computerized systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Asc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Senior Financial Analyst (FMG/PA 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 5), the Senior Financial Analyst (FMG/PA 3), is responsible for monitoring and evaluating the Ministry's and Public Bodies financial performance and operations including procurement, cash and bank to ensure that:

- ✓ Limited resources are allocated to its priorities
- ✓ Expenditure is kept within the voted provision
- ✓ The entity's finances are managed efficiently and effectively in accordance with the public, finance, legal and policy framework
- ✓ The capacity of the portfolio entity is strengthened to manage their finances and support systems
- ✓ There are adequate internal controls

Key Responsibilities

Technical/Professional:

- Monitors and reviews expenditure of entity to ensure that it is within the limits of the Budget;
- Examines Portfolio Entities procurement practices to ensure compliance;
- Provides the PFO with periodic Budget Variance Reports on Portfolio Entities;
- Ensures that Portfolio Entities are compliant with legislation governing its operations;
- Reviews internal Audit Report to identify areas to be strengthened;
- Provides assistance on technical accounting issues raised by Portfolio Entities;
- Ensures the timely submission of the Monthly and Annual Financial Statements by Portfolio Entities within the statutory deadline;
- Reviews the accuracy and adequacy of the Entities Monthly and Annual Financial Statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the PFO on financial and accounting issues in respect of the Portfolio Entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance;
- Analyzes requests for operation of new bank accounts;
- Analyzes request for investments;
- Analyzes requests for Imprest or increase/decrease to Imprest levels;
- Analyzes requests for use of credit cards or increase/decrease to credit ceiling;
- Reports to the PFO issues of concern in Cash Management;
- Monitors compliance with stipulated down fees and charges;
- Analyzes Entities Monthly Revenue Financial Statements;
- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances, and agreeing ways to achieve increased revenue in the future;
- Undertakes financial analysis to allow the PFO to provide comments on Cabinet Submissions, draft Bills;
- Identifies staff needs clearly and addresses them in timely a manner;
- Meets staff performance or exceeds set targets.

Human Resource:

- Monitors and evaluates the performance of Reporting Team members, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and or organizational goals;
- 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/Unit 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;
- Makes recommendation on organizational structural changes where identified;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work in teams
- Excellent time management skills
- Excellent customer and quality focus skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good analytical and financial monitoring skills
- Good grasp of GOJ's budgeting and planning processes
- Expertise in accruals accounting
- Sound knowledge of the GOJ Procurement Policy
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in the use of spreadsheets and other computerized systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Asc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Monday, 24th October, 2022 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

E-mail: hrm@moa.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**