



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 460 **OSC Ref. C. 6528¹²**

27th 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 be assigned to the post of **Principal Finance Officer (FMG/PA 5) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Science, Energy and Technology**, salary range \$4,314,285 - \$5,128,329 per annum and any allowance(s) attached to the post.

Job Purpose

To ensure the effective, efficient and economical use of the Ministry's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, regularity, transparency, accountability and value for money. He/she is responsible for the overall management of the Finance and Accounts Division of the Ministry and to be the Principal Advisor to the Permanent Secretary on all financial matters relating to the expenditure Budgets and other funds and assets under the control of the Ministry.

Key Responsibilities

- Acts an integral part of the top Management Team of the Ministry and assists in the development of its Corporate Plan and Strategies and providing the top Management Team with expert financial advice thereby facilitating the effective, efficient and economical financial operations of the Ministry.

Planning:

- As part of the Senior Management Team, assists in the development and updating of objectives and strategies of the Ministry's Corporate Plan.

Expert Advice:

- Advises the Permanent Secretary and the Minister on the Financial Performance of the Ministry and on its financial status;
- Provides expert advice and specialist assistance to managers as required.

Ministry Representation:

- Represents the Permanent Secretary, and the Ministry, as required on Boards and Committees;
- Ensures that Budgets and Cash Flows are prepared in line with the guidelines of the Ministry of Finance and the Public Service as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability.

Expenditure Budget Formulation:

- Ensures that a Budgeting System is in place and ensure that Budgets are submitted within the timeframe set by the Ministry of Finance and the Public Service and in keeping with the Ministry's guidelines;
- Ensures that the Budget is prepared in accordance with:
 - ✓ Ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
 - ✓ The objectives and strategies of the Ministry outlined in its Corporate Plan;
 - ✓ The national economic and policy priorities.
- Ensures that the Budget requests from the Divisions/Departments are closely analysed 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 where applicable;
- Ensures that the Budget requests in respect of para-statal bodies are also developed in accordance with the approved objectives and strategies, are realistic and supported by implementation plans, where applicable;
- Ensures that guidance is given where necessary to Divisions/Departments, in the preparation of the narrative in support of the Budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Ensures that the Consolidated Budget estimate of the Ministry and its Departments is submitted to Ministry of Finance and the Public Service in conformity with the prescribed

guidelines and time schedule.

Revenue Budget Formulation:

- Reviews in conjunction with management the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.;
- Prepares Annual Estimates of Miscellaneous Revenues and/or Appropriations-in-Aid in the format stipulated by the Financial Secretary;
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits;
- 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 realised
- Ensures 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 accounts to ensure that there are no large idle cash balances;
- Ensures the efficient, effective and economical utilisation of assets and other resources;
- Assists the Permanent Secretary in establishing and maintaining an effective system for the operational use, maintenance and security of all assets under the control of the Ministry;
- Ensures that the Ministry has a proper and effective system of internal control;
- Analyses areas of risk in the Ministry's operations;
- Assigns resources to undertake special assignments;
- Ensures that sanctions are applied to accountable officers acting in non-compliance with the legal and policy framework;
- Calls for periodic Budget reviews in targeted Departments, Divisions and Agencies;
- Ensures appropriate arrangements are in place for high ethical standards in the Ministry;
- Establishes special projects to effect improved public expenditure control and management as required;
- Assists the Permanent Secretary in the operation of an effective system of Internal Audit, which is adequate in its scope, content, and coverage;
- Ensures the accurate preparation and prompt submission of Financial Statements to the Auditor General, the Financial Secretary and all other external and internal users;
- Ensures that there is a system for the maintenance of proper records of the Ministry's financial affairs, the preparation of Monthly Accounts, Financial Reports, and Annual Appropriation Accounts in accordance with the requirement of the Ministry of Finance and the Public Service and in keeping with the FAA Act;
- Ensures proper accounting of project expenditure to facilitate prompt "draw-downs" and close monitoring of the inflows of external receipts against budgetary targets with specific reference to externally funded projects;
- Puts in place a sound system for Management Accounting and Reporting to meet the operational requirements of the Ministry;
- Manages the Finance and Accounts Division in the achievement of its objectives;
- Plans, organizes and directs the work of the Division, including overseeing the creation of the Division's Corporate and Operational Plans and Budgets, and monitoring the Division's achievement against them;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Division'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, ensuring that the Division provides a consistently high level of service to them;
- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Evaluates the performance of the Director, Management Accounts, Director, Financial Accounts and Financial Systems Manager.

Human Resource:

- Manages the welfare and development of staff in the Division through effective performance management, training and development;
- Provides leadership to staff through effective objective setting, delegation, and communication;

- Provides guidance to staff in the Division through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures that staffs are aware of and adhere to the policies, procedures and regulations of the Division and the Ministries.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Excellent leadership skills
- Good use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies

Minimum Required Education and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited 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.

Special Condition Associated with the Job:

- May be required to work beyond normal working hours.

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

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal line extending to the right.

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