



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 35
OSC Ref. C.4664¹⁵

23rd January, 2023

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 Assistant Accountant General - Accounting and Reporting (FMG/PA 4) in the Accountant General's Department (AGD)**, salary range \$4,947,565 – \$6,653,925 per annum.

Job Purpose

The Assistant Accountant General - Accounting and Reporting, will ensure that:

- The standard cash International Public Sector Accounting Standard (IPSAS) is rolled out and in use by all Ministries, Departments and Agencies (MDAs);
- The necessary monitoring and training in its use is provided and it is implemented across Government;
- The accounts are prepared according to the set regulations, laws, standards and guidelines; that one format of reporting is applied; and that the reports of the MDAs and the consolidated Government reports are presented to the Ministry of Finance and the Public Service and other stakeholders on time;
- The books of accounts of the MDAs are monitored to verify whether all revenues due to the Government are paid into the Consolidated Fund on time.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To oversee the establishment, implementation and maintenance of systems of Government Accounting and Reporting that extends to all MDAs and non-commercial Public Bodies;
- To ensure that the AGD is the Government Accounting standard body which promotes standards that give a true and fair presentation and full disclosure of the affairs of the Government, including, among others, accounting standards, Chart of Accounts, payment processing and internal controls;
- To ensure the development of a standard suite of reports and customized Fiscal Reports for special analysis as requested by the MOFPS and other users of fiscal information;
- To ensure sustainable capacity building in the AGD and MDAs, to include training and the production of procedural rules and technical instructions and the requisite supporting manuals;
- To devise strategies for monitoring MDAs' books of accounts to ensure that all revenue collected on behalf of the Government are returned to the Consolidated Fund promptly;

Key Responsibilities

Technical:

- Oversees the design/amendment and the management of the implementation and maintenance of IPSAS compliant Government's Accounting Standards, Instructions, Policies and Procedures;
- Oversees the maintenance of the central financial accounts;
- Oversees the accounting for the Contingencies Fund, Development Fund, Consolidated Fund, Special Funds, Trust Funds and Reserve Fund, ensuring that all payments made are appropriately authorized and in line with the funds' stated purpose;
- Oversees the maintenance of the Chart of Accounts to ensure International Financial Reporting Standards are met;
- Oversees the management of month-end and year-end close and reconciliations;
- Oversees relations between the Treasury and other Government Departments in accordance with defined procedures;
- Presents statutory financial statements of the Government and any other statements of account required by the Minister of Finance or the Financial Secretary;
- Oversees the co-ordination of all fiscal reporting activities for the Department and MDAs, including Statutory Reports laid out in the FAA Act;
- Ensures effective revenue monitoring and accounting;

- Ensures routine inspection of the books of accounts of MDAs are conducted to ascertain and enable compliance with revenue rules, regulations and policies;
- Ensures the provision of Financial Regulations and issuance of Treasury Circulars so that there are adequate systems relevant to Public Financial Management for the general upkeep and maintenance of accounting systems.

Strategic Leadership:

As Unit Head:

- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Units performance targets;
- Deputizes for the Deputy Accountant General, Government Accounting and Reporting, as and when required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Corporate Strategic Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Division;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Division to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of divisional staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to determine priorities, and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example

- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure
- Comprehensive knowledge of Accounting practices and applications
- Sound knowledge in analyzing financial performance of an organization
- Sound knowledge of how financial markets operate
- In-depth knowledge and experience in all areas of financial management
- Comprehensive knowledge of investment strategies
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Knowledge and experience in developing financial strategies by forecasting capital, facilities and staff requirements, identifying monetary resources and developing action plans
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of public treasury operations
- Knowledge of banking operations

Minimum Required Qualification and Experience

- Bachelor of Science 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;
- Eight (8) years of experience in Accounting;
- Five (5) years' experience working at the management level in Accounting or Finance, two (2) years of which should be in the Public Sector;
- Experience in Budget Management and Chart of Accounts formulation and maintenance.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd February, 2023 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**