



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 67** **OSC Ref. C. 4664<sup>15</sup>**

7<sup>th</sup> February, 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 following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Manager Accounting Standards and Policies (FMG/PA 2)**, salary range \$3,332,803 - \$4,482,249 per annum.
2. **Credit Card Programme Administrator (FMG/PA 2)**, salary range \$3,332,803 - \$4,482,249 per annum.

#### 1. **Manager Accounting Standards and Policies (FMG/PA 2)**

##### **Job Purpose**

The Manager, Accounting Standards and Policies ensures that the standard cash IPSAS is rolled out and in use by all Ministries, Departments and Agencies (MDAs); that the necessary training and monitoring is provided; it is implemented across Government to ensure compliance with standards that give a true and fair presentation and full disclosure of the affairs of the Government; and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

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

- To ensure that the AGD 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 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.

##### **Key Responsibilities**

###### ***Technical:***

- Participates in the development/amendment, implementation and maintenance of, IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Develops, revises or evaluates and approves accounting and financial management manuals and guidelines, handouts, brochures etc. for use in the Public Sector and ensures the proper distribution of these documents to the relevant officers;
- Co-ordinates the training needs analysis of finance and accounting officers in the Public Sector;
- Collaborates with the Training and Development Manager to develop and deliver co-ordinated and integrated training programmes for finance and accounting officers in the Public Sector;
- Creates system to monitor the effectiveness of training courses against standards, oversees the analysis of results, and takes corrective action in the event of poor results;
- Provides guidance to the AGD and MDAs on custody and maintenance of Chart of Accounts;
- Maintains relations between the Treasury and other Government Departments in accordance with defined procedures;
- Distributes financial regulations and issues Treasury Circulars so that there are adequate systems relevant to public financial management for the general upkeep and maintenance of accounting systems;
- Conducts research and recommends changes to policies, procedures and systems to enhance PFM;
- Assists with the establishment of internal control systems;
- Deputizes for the Director Standards and Policies as and when required;

- Performs any other related duties that may be assigned from time to time.

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

- **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
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills
- **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
- **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
- **Ability to work effectively under pressure**
- Comprehensive knowledge of Accounting practices and applications
- Comprehensive knowledge of international Public Sector Accounting Standards IPSAS
- Comprehensive knowledge of the FAA Act and other relevant Acts and regulations
- Knowledge of Government Accounting
- Comprehensive knowledge of the public finance legal framework
- Comprehensive knowledge and experience of GoJ operations and of Public Sector issues
- Sound understanding of the public expenditure policy environment and the aims and methods of Public Sector modernization

### **Minimum Required Education and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or; ACCA Level 2 or; NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Six (6) years of experience in a related field with at least two (2) years in a similar position.

### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **2. Credit Card Programme Administrator (FMG/PA 2)**

### **Job Purpose**

The Credit Card Programme Administrator is responsible for monitoring and controlling all Government funded credit cards in the Central Government, as well as providing guidance and

advice to any other applicable institutions. The incumbent also analyzes Credit Card Usage, Reports on trends and promotes compliance.

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

- To set-up and adjust card controls
- To monitor compliance in the use of the credit cards to prevent abuse, waste, fraud and other deviant activities
- To liaise between the GOJ and credit card provider in addressing all issues concerning contract and the operations of the programme
- To prepare periodic Dashboard Reports of the entire Credit Card platform
- To promote standardization, centralization and automation of the programme through-out Government
- To monitor the timely payment of credit card bills
- To reinforce compliance by tracking and reviewing items of expenditure to determine appropriateness with regulations, thereby contributing to greater transparency and accountability.

**Key Responsibilities**

***Technical:***

- Manages issuance, replacement, activation, deactivation and termination of Credit Cards based on request submitted by MDAs;
- Monitors Credit Card Accounts and provides oversight of card holder activity;
- Monitors Credit Card Reconciliation activities;
- Prepares and maintains Working Paper Files;
- Establishes, maintains and uses various mechanisms for the analysis of data;
- Performs analysis and accurate forecasting to inform Financial Management and Planning;
- Conducts Reconciliations/Audits with MDAs and any other applicable institutions to ensure compliance;
- Provides oversight for spending limits and adjusts/changes spending profiles when necessary;
- Ensures accurate and timely payments of Credit Card Bills on behalf of MDAs;
- Identifies delinquent account and prepares the relevant reports;
- Conducts site visits to obtain source documents from MDAs;
- Performs monthly Credit Card Reconciliation and provides oversight of balances and recent charges;
- Prepares Expenditure and other reports to the Ministry of Finance and Public Service and MDAs;
- Issues and interprets Department policy and procedures on the use of the Credit Card;
- Maintains relationships with all MDAs to enhance the effectiveness of the central oversight of the Credit Card Programme;
- Ensures all examinations and referral activity related to the card's misuse is documented and escalated accordingly;
- Provides advice and recommendations to Accountant General, Assistant Accountant General, MDAs and any other applicable institutions on the operations of the Credit Card System;
- Engages in scenario planning to identify risks and recommends preventative/corrective actions;
- Establishes and implements internal controls to ensure compliance;
- Conducts Training Sessions and presentations at MDAs and any other applicable institutions;
- Establishes and maintains review processes for unauthorized purchases;
- Prepares policies, standard operating procedures and related documents;
- Maintains files of all documentation according to the Department's protocols;
- 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
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

**Technical:**

- Excellent knowledge of Accounting and Reporting Practices and Principles
- Good Knowledge of Legislations, Policies and Procedures

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; or ACCA Level 2; or NVQJ Level 5 Accounting; or ASc. Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Three (3) years working in the field of Accounting or Finance in a similar capacity, preferably in the Public Sector;
- Working knowledge of relevant computer systems and applications;
- Working knowledge of the FAA Act and other relevant Acts and regulations;
- Experience in research and analysis and formulating recommendations for management.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Extended working hours may be required;
- Will be required to travel to MDAs.

**4. Treasury Accountant (FMG/PA 2)****Job Purpose**

The Director, Standards and Policies, will clarify accounting standards to be used by the Treasury, MOFPS and other MDAs (IPSAS Cash) and support the training of staff of AGD and MDAs in their application; The incumbent will ensure that the standard cash IPSAS is rolled out and in use by all MDAs; that the necessary monitoring and training in its use is provided; it is implemented across Government to ensure compliance with accounting and reporting standards which allow for a true and fair presentation and full disclosure of the financial affairs of the Government; and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

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

- To prepare training material to equip Government Accountants to prepare accounts which are compliant with Government accounting standards (Cash IPSAS);
- To promote standards and policies that give a true and fair presentation and full disclosure of the affairs of the Government, including, among others, guidance on accounting standards, accounting policies and Chart of Accounts;
- To provide necessary guidance for preparation of Financial Statements by MDAs and consolidated financial statements at the AGD;
- 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.

**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 Chart of Accounts to ensure International Financial Reporting Standards are met;
- Maintains relations between the Treasury and other Government Departments, in accordance with defined procedures;
- Ensures the provision of Financial Regulations and issuance of Circulars so that there are adequate systems relevant to public financial management for the general maintenance of accounting systems.

**Strategic Leadership:**

- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;

- Assists with the preparation of the Department's Annual Strategic Plan and Budget and supports the Assistant Accountant General, Government Accounting and Reporting, to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Unit's Operational Plan and Budget, ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Assistant Accountant General, Government Accounting and Reporting, as/and when required.

***As Unit Head:***

- Leads in the smooth and efficient operation of the Unit 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 Unit performance targets.

***Human Resource Management:***

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, 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 Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit 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 ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of Unit 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 the ability 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 behaviours 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 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
  - Working knowledge of the FAA Act
  - Knowledge of banking operations

**Desirable:**

- Knowledge of public treasury operations

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; or ACCA Level 2; or NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Eight (8) years' experience in Accounting;
- Five (5) years experience working at the management level in Accounting or Finance, with at least two (2) years in the Public Sector;
- Experience in Budget Management and Chart of Accounts formulation and maintenance.

Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> 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](mailto: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**