



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 253**  
**OSC Ref. C. 5849<sup>12</sup>**

**6<sup>th</sup> June, 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 **Accountant (FMG/PA 2)**, in the **Ministry of Legal and Constitutional Affairs**, salary range \$3,770,761 - \$5,071,254 per annum.

**Job Purpose**

Under the general direction of the Permanent Secretary, the incumbent is responsible for supervising the day-to-day operations of the Accounting Unit and performing professional level accounting work. Activities include analyzing financial information, preparing Financial Statements/Reports, and ensuring that accounting principles and procedures conform to the Financial Administration and Audit (FAA) Act and other Government Regulations and Policies.

**Key Responsibilities**

***Management/Administrative:***

- Participates in the development of the strategic direction of the Ministry;
- Provides professional advice to the Permanent Secretary, Senior Managers and other relevant personnel on accounting and financial matters;
- Contributes to the development of the Annual Corporate Plan for the Ministry;
- Prepares and submits Performance and other reports and ensures timely submission of all documents/information as requested;
- Recommends and/or helps to formulate accounting policies, systems and procedures;
- Ensures that proper accounting and financial records are maintained;
- Supervises all financial accounting activities, ensuring that proper systems and procedures are in place for invoicing, collection of receivables, payment of suppliers, payment in respect of contracts, preparation of Cash Reports, reconciling books of accounts and general banking duties.

***Professional/Technical:***

- Co-ordinates the development of the Ministry's Budget by providing technical advice and guidance and enlisting the participation of relevant persons;
- Ensures that the budget is directly aligned to the Corporate Plan;
- Prepares and submits to the portfolio Ministry, Financial Statements such as:
  - ✓ Monthly Cash Flow Statement
  - ✓ Monthly Statement of Actual Expenditure
  - ✓ Monthly Report of Actual Salaries Paid
  - ✓ Monthly Report on Accounts Payable
- Exercises budgetary and financial control over funds by ensuring adherence to established limits of expenditure which may be incurred in the implementation of approved programmes;
- Monitors the Monthly Expenditure Statements to ensure that expenditure does not exceed warrants and funds are available to meet commitments;
- Monitors the operation of the payment of salaries and Statutory Deductions, completion of Annual Returns, ensuring that deadlines are met, accuracy and efficiency maintained and there is adherence to regulations;
- Co-ordinates External Audit Engagements and liaises with Auditors during the process to facilitate timely execution of Audit;
- Reviews and examines External Audit Report findings and provides detailed explanation to management on the results as is necessary;
- Reviews audited Financial Statements in an effort to assess Ministry's performance and provides advice and recommendation to Management;
- Prepares and maintains the Fixed Register;
- Executes the Monthly and Year-end System closure;

- Liaises with the appropriate Departments to ascertain that all bank accounts are funded;
- Liaises with the bank to ensure that specimen signatures are current.

***Human Resource Management:***

- Ensures that the accounting aspects of personnel-related matters, such as granting of leave, promotion, transfers, acting arrangements, attendance at training courses, disciplinary action etc., are acted upon;
- Ensures that the welfare and developmental needs of staff are identified and addressed;
- Assists in establishing and maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals and objectives;
- Provides leadership and guidance to junior professional staff in the Unit through effective planning, delegation, communication, training, mentoring, and coaching.

***Other:***

- Serves as a member of the Procurement Committee;
- Collates information from the Procurement Officer and prepares Quarterly Contract Award Report;
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills, and Competencies**

- Good knowledge of the Government Procurement Guidelines
- Knowledge of Financial and Accounting Principles and Practices.
- Knowledge of the preparation of financial statements & Reports.
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms.
- Knowledge of and experience in GOJ operations and Public Sector matters.
- Knowledge of GOJ ICT Finance & Accounting systems.
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

**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.

Applications, should be submitted **no later than Monday, 19<sup>th</sup> June, 2023 to:**

**Director, Human Resource Management and Development  
Ministry of Legal and Constitutional Affairs  
61 Constant Spring Road  
Kingston 10**

Email: [careers@mlca.gov.jm](mailto:careers@mlca.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**

