



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 272**  
**OSC Ref. C.6593<sup>4</sup>**

**21<sup>st</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 post of **Director, Finance (Level 9) - (Vacant) – Finance and Accounts Department** in the **Tourism Enhancement Fund**, salary range \$7,528,305 - \$10,124,733 per annum.

**Job Purpose**

The Director, Finance is responsible for the development and implementation of financial and accounting policies under the direction of the Executive Director for the maintenance of internal control, procurement and financial management systems which will lead to the proper functioning of the financial and accounting operations and will facilitate the efficient collection of fees in accordance with the Tourism Enhancement Act.

**Key Responsibilities**

***Management/Administrative***

- Directs the alignment of the Department's corporate/operational plans and budget with the TEF's strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the TEF in order to ensure a cohesive and complimentary implementation of policy directives and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the TEF;
- Prepares and submits performance and other reports relating to the achievement of targets for the TEF as required and ensures timely submission of all documents/information requested from the Department;
- Establishes and maintains quality Customer Service principles, standards and measurements for the Department;
- Develops Individual Work Plan based on strategic alignment with TEF's Operational Plan;
- Establishes and maintains various Finance and Accounting Committees that makes recommendations for the implementation of improved procedures and systems;
- Reports to the Executive Director and the Board of Directors on the financial status and operating efficiencies achieved and any important trends and changes that would influence the decision making and planning processes;
- Attends Public Accounts Committee Meetings and Budget Debates at the Ministry of Finance and the Houses of Parliament, when required;
- Represents the TEF at meetings, conferences and other fora as needed.

***Technical/Professional***

- Oversees the preparation of the Annual and Supplementary Budgets for the TEF, through a process of co-ordination and consultation with Departmental Heads/Directors and policy directives;
- Oversees the preparation of cash flow statements across TEF and manages the containment of expenditure within warrant limits through commitment planning and control;
- Ensures that the appropriate practices and procedures are in place in respect of the internal controls and financial reporting systems; related manuals are updated periodically and operating staff are kept abreast of changes;
- Develops and maintains the Department's financial reporting and information systems;
- Manages the Finance and Accounts Department's Budget and Cash Flow resources to adequately meet operational expenses as well as the project financing commitments;
- Establishes and monitors procedures for the processing of disbursements;
- Establishes and manages the general payments and payroll systems to ensure accuracy, confidentiality and timeliness and that all statutory payments are remitted to relevant stakeholder within the required timeframes;
- Ensures the conduct of Periodic Systems Audits;
- Ensures that adequate back-up systems are maintained;
- Reviews and making recommendations regarding the portfolio mix of the TEF's resources;
- Leads the design and implementation of mechanisms to ensure compliance of airlines and cruise liners with the stipulations of the TEF Act;

- Establishes and monitors procedures to ensure accuracy of billing data and invoices;
- Liaises with the Director, Projects and Project Managers to agree/review periodically suitable criteria for project appraisal and approval;
- Oversees the monitoring and evaluation of special loan facilities to support the Tourism Sector, through partnerships with the local financial/banking community;
- Undertakes financial analyses of projects in the TEF, and where necessary, the client/beneficiary entities;
- Collaborates with the Manager, Human Resources & Administration in directing and managing mechanisms in support of the TEF's staff loan facility;
- Oversees the disbursements and records management of staff loans in the TEF;
- Liaises with external entities that have impact on the proper running of the affairs of the Finance and Accounts Department and ensuring compliance with legal obligations – (Ministry of Finance and Public Service, Revenue Agencies, financial institutions, Tourism Product Development Company, etc);
- Develops and implements, in collaboration with the Manager, Human Resources & Administration, the TEF's Asset Management Plans and strategies;
- Leads implementation of Asset Management and Maintenance Programmes, providing professional oversight to Asset Management activities to protect the TEF's investment and financial interests;
- Determines, in collaboration with the Manager, Human Resources & Administration, appropriate frameworks, processes and standards to be applied to the acquisition and disposal of assets, ensuring compliance with sound and agreed financial, legal and commercial principles;
- Provides strategic advice to the TEF's Executive Director and other Senior Executives to support the implementation of and adherence to effective Asset Management principles across the organisation;
- Develops financial models, perform financial analyses and Asset Management analyses, and recommends appropriate strategies and capital requirements for major fixed assets;
- Develops recommendations related to portfolio profile, deployment and redeployment, acquisition, disposal or retirement of specific major assets;
- Prepares financial reports for auditing purposes;
- Responds to audit queries;
- Recommends or initiates audits of beneficiary entities.

### ***Human Resources***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Department and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the TEF;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Department to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual Performance Appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.
- Undertakes such other functions as may be reasonably assigned by the Executive Director or the Board of Directors

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

#### ***Core:***

- Effective oral and written presentation skills;
- Analytical and report writing skills;
- Ability to develop and assess internal control systems;
- Ability to develop financial, administrative and procurement policies and procedures;
- Ability to use computerized accounting/financial management systems including the development of a structured chart of accounts and reporting formats;
- Strong analytical and problem solving skills;
- Competence in Project Accounting;
- Knowledge of public sector accounting procedures;
- Supervisory and negotiation skills;
- Effective oral and written presentation skills;
- Ability to develop and assess internal control systems;

- Ability to use computerized accounting/financial management systems including the development of a structured chart of accounts and reporting formats;
- Ability to develop financial, administrative and procurement policies and procedures;
- Knowledge of the GOJ Asset Management policies and guidelines.

#### **Minimum Required Qualification and Experience**

- Master's Degree in Accounting or a Chartered Accountant designation;
- At least five (5) years' working experience in finance and accounting environment at a comparable level;
- Airline accounting experience would be an asset;
- Experience in project accounting and financial management;
- Knowledge of public sector accounting procedures.

#### **Special Conditions Associated with the Job**

- Long and irregular hours
- Possible interface with a wide cross section of personalities including the political directorate, public officers, contractors, regulators and interest groups

Applications accompanied by Résumés should be submitted **no later than Tuesday, 4<sup>th</sup> July, 2023 to:**

**Manager, Human Resources and Administration  
Tourism Enhancement Fund, 60 Knutsford Boulevard,  
Kingston 5**

Email address: [hr@tef.gov.jm](mailto:hr@tef.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**