



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 313**

### **OSC Ref. C. 6555<sup>15</sup>**

12<sup>th</sup> July, 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 **Finance and Accounts Division, Ministry of Industry, Investment and Commerce**:

1. **Financial Analyst (FMG/PA 3)**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Director, Final Accounts and Reporting (FMG/PA 2)**, salary range \$3,770,761 – \$5,071,252 per annum.

#### **1. Financial Analyst (FMG/PA 3)**

##### **Job Purpose**

Under the direct supervision of the Principal Finance Officer (PFO), the Financial Analyst monitors and evaluates the financial performance and operations of public bodies, projects, Departments, and Agencies of the Ministry to ensure that:

- The limited resources are allocated to its priorities
- Expenditure is kept within the voted provision
- The entity's finances are managed efficiently and effectively in accordance with the public finance, legal and policy framework
- The capacity of the Portfolio Entity is strengthened to manage their finances and support systems.

##### **Key Responsibilities**

***Monitor Portfolio Entity's financial and operational performance to ensure that expenditure is within the voted provision, and has been applied to achieve the desired outcomes and value for money by:***

- Monitoring and reviewing expenditure of entity to ensure that it is within the limits of the Budget;
- Examining Portfolio Entity's procurement practices to ensure compliance;
- Providing the PFO with periodic Budget variance reports on Portfolio Entities;
- Ensuring that portfolio entity is compliant with legislation governing its operations;
- Reviewing Internal Audit Reports to identify areas to be strengthened.

***Oversees Portfolio Entity's Financial Reports to ensure that it is timely, accurate and complete by:***

- Providing assistance on technical accounting issues raised by Portfolio Entities;
- Ensuring the timely submission of the Monthly and Annual Financial Statements by Portfolio Entities within the statutory deadline;
- Reviewing the accuracy and adequacy of the Entity's Monthly and Annual Financial Statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Providing regular reports to the PFO on financial and accounting issues in respect of the Portfolio Entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance.

***Provides support to portfolio entities in ensuring mechanisms for efficient and effective Cash Management by:***

- Analyzing requests for operation of new bank accounts;
- Analyzing request for investments;
- Analyzing requests for Imprest or increase/decrease to Imprest levels;
- Analyzing requests for use of credit cards or increase/decrease to credit ceiling;
- Reporting to the PFO issues of concern in Cash Management.

***Ensures that Portfolio Entities maximise their income earning potential:***

- Monitoring compliance with established fees and charges;
- Analyzing entities Monthly Revenue Financial Statements;
- Monitoring actual revenue collected against Budgeted Revenue, discussing reasons for significant variances, and agreeing ways to achieve increased revenue in the future.

***To provide detailed primary knowledge about the financial affairs of the Portfolio Entities:***

- Undertaking financial analysis to allow the PFO to provide comments on Cabinet submissions, draft bills etc.;
- To be a source of knowledge for the PFO on the Portfolio Entities' financial operations;
- Making recommendations to facilitate appropriate responses to audit queries raised by the Auditor General, the Contractor General and the Chief Executive Auditor;
- Conducting site visits from time to time to:
  - ✓ Observe whether the FAA Act and Instructions are being complied with.
  - ✓ See the actual implementation of projects and their physical progress.
  - ✓ Assist in resolving accounting, operational, and procedural issues.

**Required Knowledge, Skills and Competencies**

- Expertise in accrual accounting
- Good grasp of GOJ's budgeting and planning processes
- Sound knowledge of GOJ's procurement procedures and policy
- Excellent knowledge of the FAA Act, Instructions and Regulations
- Proficiency in the use of spreadsheets and computerized accounting systems
- Excellent financial and analytical skills
- Excellent communicator
- Excellent interpersonal and influencing skills
- Ability to cope well under pressured working conditions and to meet deadlines

**Minimum Required Qualification and Experience**

- BSc Degree in Accounting/ Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

**2. Director, Final Accounts and Reporting (FMG/PA 2)****Job Purpose**

Overall responsibility for the preparation of the accounts of the Ministry and all its Departments and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

Responsible for the supervision of the Final Accounts Unit ensuring that the Unit's objectives are achieved.

**Key Responsibilities*****Technical/Professional:***

- Ensures that the accounts of the Ministry and its' Departments are prepared properly. The accounts are as follows:
  - Ministry of Industry, Investment and Commerce – Recurrent
  - Ministry of Industry, Investment and Commerce – Capital
- Ensures that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Monitors the Final Accountant to ensure that the monthly and annual accounts are submitted within the stipulated deadline;
- Identifies problem(s) contributing to the delay or arrears in the submission of Financial Statements;
- Formulates strategy for resolving the problem(s) identified at (1.4) above and new target date set for completion and submission of the accounts.

- Checks the accuracy and completeness of all Financial Statements submitted ensuring that they adhere to the MOF instructions and guidelines;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards.
- Obtains the requisite signatures for checked statements and submit them to the Auditor General and the Financial Secretary.
- Reports to the Principal Finance Officer on the status of the monthly and annual accounts and submit a Work Plan to clear any accounting arrears periodically;
- Conducts in-depth analysis of the Ministry and Departments Financial Statements to form an opinion and to report on their current financial status and performance during the period.

***Ensures that the reports and documents submitted by the various Divisions/Departments/projects of the Ministry, which are in receipt of funds (Advance, Imprest, Appropriations-in-Aid (AIA) or other funding, conform to the requirement of the FAA Act and are properly prepared by:***

- Ensuring that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service (MOFPS).
- Ensuring that the accounts prepared are true and fair and are prepared on a timely basis.
- Ensuring that the Financial Statements are supported by adequate notes where required by the requisite accounting standards.
- Reporting to the Director, Accounts Payable and Payroll on the status of the monthly and annual accounts and submitting a Work Plan to clear any accounting arrears periodically;
- Has responsible for the supervision of the Final Accounts Unit ensuring that the Unit's objectives are achieved.

***Supervises and manages the Final Accounts Unit by:***

- ✓ Establishing targets and setting assignments
- ✓ Reviewing performance of staff and the Unit
- ✓ Conducting on the job training
- ✓ Assisting staff in resolving technical problems
- Ensures that all officers in the Unit and the relevant departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOFPS Circulars, Accounting Manual, and other guidelines critical to the performance of their jobs;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the accounts.

***General:***

- Assists with the preparation of briefs in respect of the Public Accounts Committee (PAC) Meeting, Public Administration and Appropriations Committee (PAAC) Meeting;
- Assists in the preparation of draft response to audit queries relating to the Financial Statements;
- Authorises Journal Vouchers;
- Advises the Principal Finance Officer on the closure of Periods on the Government Financial Management System (GFMS);
- Collaborates with the relevant Programme Managers, prepares the Explanations for Variations to the Voted Provision Statements for attachment to the relevant Appropriation Accounts.

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

***Core:***

- Excellent analytical and judgement skills
- Excellent planning and organising skills
- Excellent oral and written communication skills
- Good problem solving skills
- Good team skills
- Excellent interpersonal and influencing skills

***Technical:***

- Sound knowledge of the laws, regulations, principles, and practices relating to public sector financial accounts
- Knowledge of Government Accounting
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary institution; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25<sup>th</sup> July, 2023 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**