



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 474 **OSC Ref. C. 6593⁴**

9th November, 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 **Financial Accountant** in the **Tourism Enhancement Fund**, salary range \$4,162,214 - \$5,597,715 per annum.

Job Purpose

Under the general direction of the Director, Finance, the Financial Accountant co-ordinates the preparation and monitors the utilization of Budgets and ensures the efficient use of allocated financial resources in satisfying the TEF's objectives.

Key Responsibilities

Technical/Professional:

- Provides financial advice to the Director, Finance, Project/Programme Managers, Agency officials and other personnel on budgeting and financial planning issues;
- Oversees the preparation Payroll and Journals;
- Ensures monthly/annual statutory deduction are completed in prescribed times;
- Conducts detailed variance analysis, as requested;
- Prepares Cash Flow projections monthly;
- Compiles the Annual Estimates of Expenditure;
- Revises requests for the provision of virement funds and recommends and/or institutes appropriate action;
- Reviews Budget proposals and makes recommendations to the Director, Finance for adjustments where necessary;
- Revises the budget as a result of input/amendments from the Ministry of Finance and the Public Service;
- Co-ordinates Budgetary Control Systems to monitor expenditures in relation to programme performance on an ongoing basis;
- Ensures the effective monitoring of expenditure and commitments against approved Budget estimates; analyses variances and recommends corrective action for reallocation of funds or other appropriate action;
- Reviews Monthly Cash Flow for discussions with the Director, Finance;
- Approves Cash Disbursement Journal;
- Supervises the annual external audit process.

Management/Administrative:

- Assists in the development and implementation of the Division's Operational/Work Plans and Budget;
- Provides advice and ensures that staff Senior Managers, Programme Managers and Agency officials are aware of and adheres to the policies/procedures and regulations of the FAA Act and related guidelines;
- Develops and monitors work schedules/programmes ensuring the effective utilization of staff in accomplishing the Units objectives;
- Interprets Budget policies and establishes procedures and practices for their implementation in accordance with the Financial Administration and Audit (FAA) Act;
- Implements control procedures to support the effective development and management of the Budgets;
- Monitors and evaluates operational systems, procedures and internal controls ensuring their relevance and reliability and that standards for the accounting of, and reporting on funds are maintained;
- Represents TEF at meetings, conferences and other for as directed;
- Manages relationships with key Ministry stakeholders at the MOFP, OPM, Accountant General's Department, MTE Agencies and other affiliates etc;
- Assists in preparation of reports and budget briefs.

Human Resource Management:

- Manages the welfare and development of staff in the Unit through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff in the Unit through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Recommends disciplinary action and approves Vacation Leave for staff in the Unit in keeping with established Human Resource policies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act
- Sound knowledge of the Public Sector Budget preparation and administration
- Knowledge of GoJ Procurement guidelines and procedures
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and Systems

Minimum Required Qualification and Experience

- BSc Financial Accounting, Financial Management or its equivalent from a recognised institution; **OR**
- ACCA Level 2 certification;
- Three (3) years' experience at the middle management level.

Special Conditions Associated with the Job

- Long and irregular hours;
- Additional pressure to meet deadlines;
- Out-of-town travel from time to time for Agency monitoring;
- Frequent visits to the MoF&PS, OPM and the Accountant General's Department to reconcile the MOT's accounts.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th November, 2023 to:**

**Manager, Human Resource Administration
Tourism Enhancement Fund
64 Knutsford Boulevard
Kingston 5**

Email: 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**