



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 519**

### **OSC Ref. C. 4664<sup>17</sup>**

**11<sup>th</sup> December, 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 be assigned to the following posts in the **Accountant General's Department (AGD)**:

1. **Assistant Accountant General - Revenue and Expenditure (FMG/PA 4)**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Business Analyst (MIS/IT 6) - Treasury Systems Division**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Financial Systems Analyst (MIS/IT 6) - Treasury Systems Division**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Manager, Fiscal Reporting (FMG/PA 2)**, salary range \$3,770,761 - \$5,071,254 per annum.

### **1. Assistant Accountant General - Revenue and Expenditure (FMG/PA 4)**

#### **Job Purpose**

The Assistant Accountant General – Revenue and Expenditure ensures the effective management of the Consolidated Fund to facilitate the timely disbursement of funds to Ministries, Departments and Agencies (MDAs) for funding the operations and programmes of the Government. The incumbent ensures the management of the Treasury Single Account (TSA) and other bank accounts of the Government and the execution of an efficient receipt and payment system. The incumbent also ensures revenue management and compliance as per section 15 of the FAA Act.

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

- To ensure the timely funding of the programmes and projects of the Government in each Financial Year;
- To ensure the funding of expenditure clearing accounts of the various Ministries Departments and Agencies on a priority basis and in keeping with the approved warrants and associated schedule;
- To ensure that all Government's statutory payments including the public debt are paid on a timely basis;
- To oversee the management of the Consolidated Fund and ensure that all accounts are reconciled and the reports submitted to the Ministry of Finance Public Service in a timely manner;
- To oversee revenue management and compliance as per section 15 of the FAA Act, ensuring that all receipts/revenue due to the Government are deposited to the designated accounts in a timely and efficient manner;
- To ensure the capturing and reporting on all revenues due to the Government of Jamaica, and overseeing and monitoring appropriations and revenue refunds in keeping with the objective to de-fragment revenues and have it accounted for in the Consolidated Fund per Section 15 of the FAA Act.

#### **Key Responsibilities**

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

- Provides technical advice to the Deputy Accountant General and the Accountant General;
- Oversees the day-to-day management of the Treasury Single Account and its component bank accounts;
- Maintains a revenue collection system in collaboration with the Financial Resources Division, to ensure that all revenue due to the Government is collected in a timely and efficient manner;

- Maintains an expenditure payment system to ensure that all Government obligations are settled in a timely and efficient manner;
- Maintains oversight over all centralized payments and centralized receipts of the Centralized Treasury Management System (CTMS);
- Manages warrant release to MDAs;
- Maintains adequate records and control of recurrent and capital releases;
- Corresponds with MDAs on capital Expenditure related matters;
- Oversees the reconciliation of cash backing with budgetary releases;
- Oversees the monthly reconciliation of Warrants;
- Keeps up to date reconciliations of all TSA Bank Accounts;
- Ensures that the Treasury stays in good financial health by monitoring fund balances and producing detailed Financial Statements;
- Monitors revenue transit accounts for making daily sweeps to the Consolidated Fund;
- Oversees the preparation of statutory Financial Statements of the Government and any other statements of account required by the Minister of Finance;
- Oversees Revenue Monitoring and Accounting;
- Monitors the issuance of officially approved forms bearing Treasury Numbers for use in all MDAs to ensure uniformity;
- Monitors the accuracy of all receipts and all payments from the TSA and reporting to the Accountant General to ensure that cash requirements are accurate to allow forecasting and accurate financial management and planning;
- Assists the Deputy Accountant General to prepare timely and accurate Financial Management Reports, Special Reports, forecasts and statements on a periodic basis;
- Acts as a liaison officer between the Treasury and other Government Departments in accordance with established procedures.

*Strategic Leadership:*

- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- 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;
- Deputizes for the Deputy Accountant General – Financial Operations as and when required.

***Human Resource Management:***

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation 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 hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills gaps and collaborate with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implement and promote health and safety policies and mitigate and minimize 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 the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks;

- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, 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 are met in a consistent, effective and efficient manner;
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions;
- **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;
- **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;
- **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;
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations;
- **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;
- **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;
- **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;
- **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;
- **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;
- In-depth knowledge and experience in all areas of financial management;
- Experience analysing financial performance of an organization;
- Sound knowledge of how financial markets operate;
- Knowledge of international Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Experience in budget management;
- Knowledge of banking operations;
- Comprehensive knowledge of public treasury operations;
- Comprehensive knowledge of investment strategies.

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

- Post Graduate Degree from a recognized institution in Accounting and/or Finance or related; or Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University; or; ACCA Level 2.

**OR**

- Chartered practicing Accountant and a member of a designated professional accounting body;
- Experience in Chart of Accounts formulation and maintenance;
- At least eight (8) years of experience in Accountancy;
- At least five (5) years of experience working at senior management level in Accounting or Finance.

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

- Required to travel locally and internationally;
- This position requires up to 60% travel;
- Pressured working conditions with numerous critical deadlines.

## **2. Business Analyst (MIS/IT 6)**

### **Job Purpose**

Under the general direction of the Director, Systems Innovation and Projects, the Business Analyst is responsible for conducting analysis of functional business processes and functional business requirements and participates in the development of business cases in the support of process changes and/or ICT projects.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Conducts data gathering and analysis to understand business strategy requirements;
- Contributes to the business short and long-term planning sessions and provides counsel to ensure understanding of the strategic business goals and direction;
- Provides appropriate technical and professional advice;
- Provides strategic input from a business and ICT perspective;
- Assesses client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to assist in identifying business priorities, and may advise on options;
- Designs, builds, tests and maintains data analytics solutions, ensuring that they meet business requirements and user needs;
- Develops and communicates business requirements and functional specifications for the implementation of business solutions;
- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides technical assistance in the development of business case (i.e., research, data collection and analysis);
- Develops user test cases and validates test results during testing;
- Arranges and executes test cases to facilitate the debugging process, changes and simplify integration;
- Develops dashboards supporting strategic support unit activities, such as divisional reporting and risk management;
- Collaborates with key stakeholders to identify opportunities to apply new business intelligence insights to various areas;
- Investigates, resolves and escalates problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Provides support (i.e., creating reports, research, documentation) for the analysis of client satisfaction data;
- Supports effort to ensure ICT solutions meet client needs.

#### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

#### ***Human Resources:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations.

#### ***Customer Service:***

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs all other duties and functions as may be required from time to time.

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

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

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem solving skills;
- Strong leadership skills;
- Strong customer relations skills;

- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

***Technical:***

- Strong knowledge and experience with a Software Development Life Cycle (SDLC);
- Demonstrated leadership and attention to detail through prior experience at strategic and tactical/implementation levels;
- Ability to work on multiple projects at varying stages;
- Strong decision making and problem solving skills;
- Ability to work within and contribute to workflow processes;
- Ability to manage customer's expectations according to internal timeliness and commitments;
- Ability to take complicated or complex information and present it in a logical and concise manner;
- Demonstrated thirst for keeping abreast of BA best practice;
- Principles of project estimation and planning;
- Principles of project management and time management skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Specialized training in Business Analysis;
- Four (4) years' related experience in a Business Analysis environment.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

**3. Financial Systems Analyst (MIS/IT 6)**

**Job Purpose**

Under the general direction of the Director, Systems Innovation and Projects, the Financial Systems Analyst is responsible for the design of new solutions to facilitate modifying, enhancing or adapting existing systems and integrating new features or improvements to improve the efficiency of Treasury operations, productivity and effectiveness. The incumbent will support the development and enhancement of the Government's Financial Management System (GFMS) and other enterprise-wide financial systems.

**Key Responsibilities**

***Technical/Professional:***

- Provides technical expertise and recommendations in assessing new Financial Systems development projects and initiatives to support and enhance the Treasury's existing Financial Systems environment;
- Conducts reviews of the different Financial Systems owned by the Treasury, from the application design and architecture, to the programming language and code used;
- Identifies and develops opportunities that can improve efficiency of the Treasury business processes;
- Investigates application functionality related issues and provides the relevant guidance to the supporting teams by way of documentation which includes proposed method to resolve;
- Co-ordinates application development for multiple projects;
- Conducts troubleshooting of financial software application issues, when escalated;

- Participates in management of outsource relationship for 3rd party application development consultants;
- Assists with application testing;
- Troubleshoots technical issues and document modifications needed in existing applications to meet changing user requirements;
- Provides assistance and advice to all users in the effective use of Financial Systems applications;
- Develops new and updates existing technical procedures and documentation for the applications including operations, user guide, etc.;
- Contributes to the creation of the system design and functional specifications for all new Financial Systems development projects;
- Serves as a Technical Liaison and Facilitator between all Divisions and Units to assist in addressing and resolving Financial Systems application issues;
- Collaborates with Units in regard to business process re-engineering and develop system requirement specifications that meet those needs.

***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Participates on Steering Committees and be involved in the design phase of any new development projects and initiatives;
- Prepares progress and other reports and programme documents as required.

***Human Resources:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations.

***Customer Service:***

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs any other related duties and functions as may be required from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem solving skills ;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

***Technical:***

- Excellent understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow up;
- Excellent understanding of the interdependent relationship between infrastructure, information security and the application/services they enable;
- Experience in the use of UML, process flow, design and presentation tools;
- Knowledge of the Central Treasury Management System (CTMS) framework;
- Ability to work on multiple projects at varying stages;
- Strong decision making/problem solving skills;
- Ability to work within and contribute to workflow processes;
- Ability to manage customer's expectations according to internal timeliness and commitments;
- Ability to take complicated or complex information and present it in a logical and concise manner;
- Demonstrated thirst for keeping abreast of best practice;
- Principles of project estimation and planning;
- Principles of project management and time management skills;

- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

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

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Four (4) years' experience with Financial Systems.

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

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

#### **4. Manager, Fiscal Reporting (FMG/PA 2)**

##### **Job Purpose**

The Manager Fiscal Reporting will ensure that one format of reporting is applied; and that the reports of the Ministries, Departments and Agencies (MDAs) and the consolidated Government reports are presented to the Ministry of Finance and the Public Service and other stakeholders on time.

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

- To establish, implement and maintain systems of Government accounting and reporting that extends to all MDA's and non-commercial public bodies;
- To develop a standard suite of reports, and customized fiscal reports for special analysis as requested by the Ministry of Finance and the Public Service (MOFPS) and other users of fiscal information.

##### **Key Responsibilities**

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

- Maintains the Chart of Accounts to ensure International Financial Reporting Standards (IPSAS) are met;
- Prepares Annual Statutory Financial Statements of the Government and any other Financial Statements required by the Minister of Finance or the Financial Secretary;
- Prepares Monthly Budget Execution Reports including an analysis of revenue, expenditure and deficit trends;
- Co-ordinates all fiscal reporting activities for the Department and MDAs, including statutory reports laid out in the FAA Act;
- 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;
- **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;
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations;
- **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;
- **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;

- **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;
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance;
- **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;
- **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;
- **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;
- **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;
- Knowledge of international Public Sector Accounting Standards IPSAS;
- Knowledge of Government Accounting;
- Comprehensive knowledge of banking operations;
- Knowledge of the FAA Act and other relevant Acts and regulations;
- Knowledge of public Treasury operations;
- In-depth knowledge and experience in all areas of financial management.

#### **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;
- At least 3 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.

Applications accompanied by résumés should be submitted **no later than Friday, 22<sup>nd</sup> December, 2023 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
21 Dominica Drive  
Kingston 5**

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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**