



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 510 **OSC Ref. C. 5850¹⁵**

6th 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 the **vacant** post of **Director, Finance and Accounts (Level 9)** in the **Real Estate Board**, salary range \$5,597,715 - 7,528,304 per annum.

Job Purpose

The Director, Finance and Accounts, under the leadership and direction of the Chief Executive Officer, will be the authoritative source of guidance and advice on all matters concerning strategic financial administration, including but not limited to full and complete compliance with all requirements under the governing acts, budget management and oversight, as well as supporting the continuous enhancement of the financial viability of the entity.

The Director, Finance and Accounts, will guide senior management in high level strategic and tactical financial decisions, while dutifully controlling and co-ordinating forward estimates, requisitions, allocations and full accounting and reporting of all services, collections and capital funding in the organization. The Director, Finance and Accounts, also acts as the principal performance coach for people under his/her supervision, ensuring that key business processes are administered with a high standard of probity, propriety, regularity, transparency, accountability and value for money.

Key Responsibilities

Technical:

- Leads the management and governance of financial and budget operations, co-ordination and reporting across the entity to meet statutory requirements and the directives of the Ministry of Economic Growth and Job Creation (MEG&JC);
- Leads and oversees the provision of high-level strategic, tactical and operational financial advice and support to the entity and the Chief Executive Officer;
- Leads and maintains effective relationships with MEG&JC's functionaries and Auditor General's Department, to enable high level collaboration on financial reforms, initiatives and budgets and to secure funding to achieve and sustain financial viability;
- Leads the development, implementation and monitoring of the entity's financial controls;
- Oversees the entity's fraud and financial control methodology, probity and governance strategies to identify and mitigate financial risks, maintain appropriate financial governance processes and ensure compliance with Public Sector Financial Policy and Legislative requirements;
- Develops and implements a budgeting system that works in conjunction with Corporate Planning processes, to ensure that Budgets are formulated and submitted within the timeframe as stipulated by the MEG&JC;
- Leads the delivery of detailed and robust budget and forecasting (Capital & Operational) information for the entity, for inclusion in the GOJ's yearly budget;
- Oversees detailed and robust forecasting of the Collections Schedules for the CSC Inspectorate;
- Analyzes budget requests from the various Divisions, to determine reasonability and that they reflect appropriate allocation levels, as well as conforming with established guidelines supported by Executive Management;
- Provides finance and accounting guidance, where necessary, to Divisions in the preparation of the narrative in support of the budget allocations, to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Leads in the preparation of annual budget submission to meet legislative requirements and business management objectives in accordance with:
 - The objectives and strategies of the entity, as outlined in its Strategic and Operational Plans
 - The entity's policy priorities;

- Develops/Modifies and implements measures that ensure agreed financial resources are available in a timely manner to realize effective and efficient execution of the Entity's Operational Plans and Programmes;
- Devises and implements approaches that ensure appropriate financial and accounting policies and procedures are in place, in order that the entity's accounts and financial records are kept in accordance with the requirements of the FAA Act and Instructions;
- Guides the production of proper and timely financial reports and accounts for the entity to satisfy the requirements of the MEG&JC with regards to the control of expenditures and incomes in accordance with the Budget;
- Provides monthly analysis of variances between actual results and budget/forecast and identifies areas for potential improvement;
- Develops financial models in relation to forecasting and expenditure data and interprets financial information and trends to support the strategic management decisions;
- Oversees the overall cash management function of the entity by:
 - Allocating the monthly and quarterly warrants in accordance with agreed priorities
 - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- Analyzes areas of financial and accounting risk in the entity's operations;
- Assigns resources to undertake special assignments and projects;
- Establishes and implements systems that evaluate and monitor operations of outstations as it relates to financial management;
- Ensures that there is a system for the maintenance of proper records of the entity's financial affairs, the preparation of Monthly Accounts and Financial Reports and Annual Appropriation Accounts in accordance with the requirement of the MEG&JC and in keeping with the Financial Administration and Audit (FAA) Act;
- Monitors to ensure that there is an adequate system for checking, certifying and authorizing payments in accordance with the FAA Act, its regulations and instructions;
- Designs and implements systems for ensuring the accurate computation and payment of salaries;
- Monitors to ensure that all deadlines are met for the payment of salaries, general payables and other obligations, if funds are available;
- Develops, implements and monitors systems and procedures for the timely actioning of statutory obligations pertaining to the finance and accounts function – i.e., Income Tax, NIS, Education Tax, NHT, Withholding Taxes, etc.;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Designs, implements and monitors internal Service Level Agreements for the various functions under superintendence, to ensure smooth and judicious delivery of services;
- Responds to Internal and External Auditor's Reports and implements recommendations;
- Accompanies the Chief Executive Officer to official Finance Committee Meetings as required;
- Keeps current with the latest tools/techniques in Public Financial Management to determine what new solutions and implementations will meet the entity's business/operational requirements.

Management/Administrative:

- Directs the alignment of the Division's Corporate/Operational Plans and Budget with the entity's Strategic Objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Division, to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the entity;
- Prepares and submits performance and other reports relating to the achievement of targets for the Real Estate Authority of Jamaica, as required, and ensures timely submission of all documents/information requested from the Division;
- Develops Individual Work Plan based on strategic alignment with the Entity's Operational Plan;
- Establishes and maintains various Finance and Accounts Committees and Technical Working Groups that make recommendations for the implementation of improved procedures and systems;
- Represents the entity at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC) meetings, conferences and other fora as needed;
- Prepares reports and project documents as required;
- Prepares and delivers Finance and Accounts presentations as needed;
- Sets and approves customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics and integrity;
- Evaluates and monitors the performance of staff in the Division 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 Division;
- Recommends succession initiatives, transfers, 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 Division, 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;
- Performs any other related duties that may be assigned from time to time by the Chief Executive Officer.

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:

- Expert knowledge of Financial and Accounting Principles and Practices;
- Knowledge of Audit Principles and Techniques;
- Expert knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions), Public Expenditure Policy and Public Finance Management Reforms;
- Expert knowledge of and experience in GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance and Accounting systems;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of Finance and Accounting monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes and to make cogent recommendations for the modification or creation of legislation, policies and programmes;
- A high level of initiative and self-motivation;
- Demonstrated negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside of the entity;
- Familiarity with procedures, policies and legislation governing the machinery of Government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Master's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration or a related discipline, or Professional designation such as Association of Certified Chartered Accountant, (ACCA) – Level 2 or 3;
- Certification in Change Management or Leadership;

- Seven (7) years' experience in a Finance/Accounting environment, four (4) years of which should be in a senior management capacity.
- OR**
- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration or a related discipline, or Association of Certified Chartered Accountant (ACCA) - Level 2 or 3;
 - Certification in Change Management or Leadership;
 - Ten (10) years' experience in a Finance/Accounting environment, with at least six (6) years of which should be in a senior management capacity.

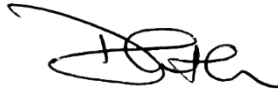
Special Condition Associated with the Job

- Will occasionally be required to work late and on weekends.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19th December, 2023 via: <https://rebcsc.bamboohr.com/jobs>**

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**