

**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. 55**  
**OSC Ref. C. 4664<sup>17</sup>**

**31<sup>st</sup> January, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Accountant, Final Accounts (FMG/PA 2) - (Not Vacant)** in the **Accountant General's Department (AGD)**, salary range \$3,770,761 - \$5,071,254 per annum.

**Job Purpose**

The Manager, Accounting Services is responsible for the management of all procedures relating to the preparation and completion of all Final Accounts for the AGD, Pensions Statutory and Recurrent, and Debt Amortization and Public Debt Interest Heads, ensuring that proper systems of internal control exist and are being adhered to; and that the Financial Administration and Audit (FAA) Act, its Regulations and Instructions, and Cash Basis IPSAS are complied with.

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

- To ensure the preparation and completion of all Final Accounts for the AGD, Pensions Statutory and Recurrent, and Debt Amortization and Public Debt Interest Heads;
- To ensure that records are accurate and complete and that all the required reports are produced and submitted within the required timeframe;
- To ensure that proper systems of internal control exist and are being adhered to; and that the Financial Administration and Audit (FAA) act, its Regulations and Instructions and cash basis IPSAS are complied with.

**Key Responsibilities**

***Technical:***

- Verifies accuracy of monthly Financial Statements, Appropriation Account, Statement;
- Analyzes Financial Statements and recommends necessary budgetary adjustments;
- Ensures that deadlines prescribed by the FAA Act, its Regulations and Instructions for the preparation and submission of Monthly and Annual Accounts are complied with;
- Signs off on Bank Reconciliation Statements;
- Authorizes correspondence to Banks in respect of discrepancies identified in Bank Statements;
- Monitors the preparation of electronic and manual payments;
- Responds to Audit Queries.

***Strategic Leadership:***

- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Supports the Director Finance and Accounts with the preparation of the Unit's Operational Plan and Budget;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Ensures the smooth and efficient operation of the Unit through the management of daily operations;
- Assists in establishing internal control processes required to manage and grow the Unit;
- Meets or exceeds performance targets;
- Deputizes for the Director Finance and Accounts as and when required.

***Human Resource Management:***

- Ensures that Direct Reports 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, and coaching, and recommends any disciplinary action which may become necessary;
- 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 skills/competencies gaps and collaborates with the Manager of Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety Policies, mitigates and minimizes workplace hazards;
- Monitors the performance of Direct Reports and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that the welfare of Direct Reports is clearly identified and addressed;
- 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
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to 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
- **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.
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **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
- **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
- **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 behaviours, in order to build trust and credibility
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours 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 the Government Accounting
- In-depth knowledge and experience in all areas of Financial Management
- Knowledge of the International Public Sector Accounting Standards (IPSAS)
- Working knowledge of the Finance Administration and Audit Act (FAA Act)

### **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;
- Five (5) years of post-qualification experience working in a similar capacity in Accounting or Finance, with at least two (2) years at the Senior Executive Level and in the Public Sector;
- Extensive experience in Budget Management.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

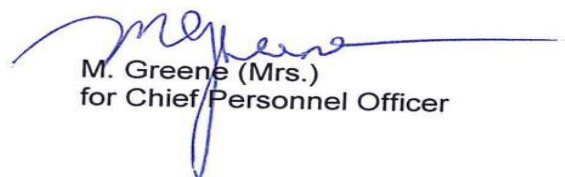
Applications accompanied by résumés should be submitted **no later than Tuesday, 13<sup>th</sup> February, 2024 to:**

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.**



M. Greene (Mrs.)  
for Chief Personnel Officer