



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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22nd 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 following posts in the **Accountant General's Department (AGD)**:

1. **Director - Public Loans (FMG/PA 4) – (Not Vacant)**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Assistant Accountant General-Cash Management (FMG/PA 4) - (Not Vacant)**, salary range \$5,597,715 - \$7,528,305 per annum.

1. Director, Public Loans (FMG/PA 4)

Job Purpose

The Director, Public Loans will ensure the timely and efficient disbursement of Public Loans and administer certain Loans and Advances provided by the Government for Public Officers in keeping with best practice for Cash Management.

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

- To devise and maintain a system for the disbursement of Public Loans, and the administration of certain Loans and Advances;
- To maintain a Public Loan Portfolio that accounts for all Loans disbursed and accurately reflects the payments received from the borrowers;
- To devise and maintain a system where the portfolio balance for each Loan and Loan Category is available in near-time;
- To devise and maintain a system to monitor and collect Delinquent Loans.

Key Responsibilities

Technical:

- Manages the establishment and maintenance of the Revolving Fund for Motor Vehicle Loans, Motor Vehicle Insurance Loans and Salary Advances;
- Establishes system for timely and accurate loan disbursement to Government employees;
- Approves Motor Vehicle Insurance Loans for Public Officers;
- Monitors advances approved by the MOFPS to ensure clearance is within the Financial Year;
- Monitors debt servicing by borrowers in respect of Loans guaranteed by GoJ and submits monthly reports on default to the MOFPS;
- Establishes and maintains information system for reporting on Loans being negotiated at the MOFPS;
- Maintains Registry with copies of all Loan Contracts;
- Maintains an efficient system for the recording of all Public Loans;
- Establishes an effective system for ensuring that monthly payments of all Loans disbursed are repaid through salary deductions;
- Establishes an effective system to monitor all loan amounts repaid ensuring that these are promptly deposited to the Treasury Deposit Account in the TSA;
- Establishes effective systems for tracking and recovering from delinquent borrowers;
- Assists with the monitoring of delinquent borrowers and ensures the recovery of loans and Motor Vehicles;
- Establishes systems to ensure that where Liens are taken as collateral for Loans, the assets remain in good physical condition;
- Provides Financial Statements annually, quarterly and monthly on status of loans, expenditure on Loans and requirements for servicing Loans;
- Coordinates the preparation and dissemination of critical reports.

Strategic Leadership

- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget and supports the Deputy Accountant General, Corporate Services to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Communications and Customer Service Unit's Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds Performance Targets;
- Deputizes for the Deputy Accountant General, Financial Resources as and when required.

As Unit Head:

- 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's Performance Targets.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of Performance Targets for the Unit and staff, based on the Corporate Strategic 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 recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies competencies gaps and collaborates with the Manager 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 and mitigates and minimizes 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 that welfare issues 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

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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.
- **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
- Sound knowledge in analysing financial performance of an Organization
- Sound knowledge of how Financial Markets operate
- Comprehensive knowledge of Investment strategies
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Complete knowledge in developing financial strategies by forecasting capital facilities and staff requirements; identifying monetary resources; developing Action Plans
- Experience in Budget Management and Chart of Accounts formulation and Maintenance
- Knowledge of banking operations
- Comprehensive knowledge of Public Treasury operations

Minimum Required Qualification and Experience

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or; Post-Graduate Degree in Accounting/Financial Accounting or; Practising Chartered Accountant and a Member of a designated professional accounting Body or; ACCA Level 2 or 3.
- At least 8 years' experience in Accounting;
- At least 5 years of experience working at Senior Management Level in Accounting or Finance; with at least three (3) year in the Public Sector;
- Comprehensive knowledge of Accounting practices and applications;

Special Conditions Associated with the Job

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

2. Assistant Accountant General-Cash Management (FMG/PA 4)

Job Purpose

The Assistant Accountant General, Cash Planning will ensure that the financial resources standing to the credit of the Government from time to time are adequate to meet the needs of the Government as per the FAA Act Section 15, by ensuring that an effective system is in place for Public Cash Management.

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

- To establish and maintain effective Cash Forecasting Modeling;
- To produce sufficiently accurate Cash Flow forecasts to facilitate active Cash Management operations;
- To establish, implement and maintain a Cash Management and Reporting System;
- To monitor the budget spending process against the Budget, ensuring there are sufficient cash resources to execute the Budget execution process and prepare the relevant cash reports.

Key Responsibilities

Technical:

- Oversees the preparation of a Cash Plan of expenditures and payment profile of expenditures;
- Prepares Cash Plan Table at the beginning of each year on monthly basis based on revenue estimates;
- Receives Cash Plans prepared and sent by each MDA and Principal Revenue Receiver (PRR), and the stocks of obligations ready for payments;
- Prepares, manages and reports on Cash Plans and Cash Flow Tables;
- Incorporates Public Debt Maturities and Treasury Payments into Cash Plan Table;
- Monitors Government bank accounts and work on consolidating the balance in the Cash Plan;
- Prepares Daily, Monthly, Quarterly and Annual Financial Statistical Tables related to Public Financial Management (PFM);
- Prepares monthly revenue forecasts at the beginning of each year based on the approved Budget;
- Presents Cash Plans to the MOFPS with the stated timelines;
- Performs adjustments of the Cash Plan table in terms of revenues, expenditures and estimates related to public debt maturities;
- Issues Monthly Comparative Tables between the actual and the projected figures in order to minimize gaps and improve the mechanism adopted, in terms of expenditures and/or revenues projections;
- Manages Cash Flows in a leveraged environment proactively;
- Designs, implements and monitors mechanism for budget execution which materializes in revenue forecasts and payment schedules;
- Issues adjustments of the monthly forecasts based on available information collected from different MDAs;
- Issues Monthly Comparative Tables between forecasts and realized revenues;
- Co-ordinates internally and externally with Public Administrations concerned in collecting revenues and transferring and/or depositing them into Treasury Accounts at the Central Bank of Jamaica;
- Devises tracking system to monitor all disbursements into the Consolidated Fund;
- Improves continually the Budget execution process through education of MDAs on financial issues impacting the Budget;
- Monitors bank service fees (Commercial and Central).

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget, and supports the Deputy Accountant General, Corporate Services to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Communications and Customer Service Unit's Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds Performance Targets;
- Deputizes for the Deputy Accountant General, Financial Resources as and when required.

As Unit Head:

- 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.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of Performance Targets for the Unit and staff, based on the Corporate Strategic 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 recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety Policies and mitigates and minimizes 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 that welfare issues of Unit 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
- **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 are met in a consistent, effective and efficient manner
- **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
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- **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
- In-depth knowledge of Financial Statements and Financial Statement Analysis, including the ability to analyse cash flow and the impact on the financial statements
- Comprehensive knowledge of accounting practices and applications
- Sound knowledge of analysing the financial performance of an organization
- Knowledge of Public Treasury operations
- Sound knowledge of how Financial Markets operate
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Expertise in Budget Management and Chart of Accounts formulation and maintenance
- General knowledge of FAA Act, GAAP and other reporting requirements for Investments and other Financial Instruments
- Experience in building complex financial models to evaluate various Financial Plans.

Desirable:

- Comprehensive knowledge of Investment strategies
- Knowledge of banking operations
- Knowledge of Treasury Software expertise

Minimum Required Qualification and Experience

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; or
- Post-Graduate Degree in Accounting/Financial Accounting; or
- Practising Chartered Accountant and a Member of a designated professional accounting Body; or
- ACCA Level 2 or 3;
- Eight (8) years Post Qualification experience in Accounting and/or Finance;
- Five (5) years of experience working at senior executive level in Accounting and/or Finance, preferably in financial services in a similar capacity;
- Strong cash management experience;
- Extensive experience in preparing Cash Forecasts and Cash Flow analyses.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

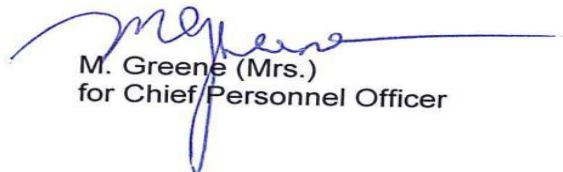
Applications accompanied by résumés should be submitted **no later than Friday, 2nd February, 2024 to:**

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

Email: 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