



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 47 **OSC Ref. C.6555¹⁶**

24th 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 fill the following **vacant posts** in the **Finance and Accounts Division, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Financial Analyst (FMG/PA 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Final Accounts and Reporting (FMG/PA 2)**, salary range \$3,770,761 - \$5,071,252 per annum.
3. **Final Accountant (FMG/AT 3)**, salary range \$1,984,305 - 2,668,670 per annum.

1. Financial Analyst (FMG/PA 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer (PFO), the Financial Analyst monitors and evaluates the financial performance and operations of Public Bodies, Projects, Departments, and Agencies of the Ministry to ensure that:

- ✓ The limited resources are allocated to its priorities;
- ✓ Expenditure is kept within the voted provision;
- ✓ The entity's finances are managed efficiently and effectively in accordance with the public finance, legal and policy framework;
- ✓ The capacity of the portfolio entity is strengthened to manage their finances and support systems.

Key Responsibilities

To monitor portfolio entity's financial and operational performance to ensure that expenditure is within the voted provision and has been applied to achieve the desired outcomes and value for money:

- Monitors and reviews expenditure of entity to ensure that it is within the limits of the Budget;
- Examines portfolio entity's procurement practices to ensure compliance;
- Provides the PFO with periodic Budget Variance Reports on portfolio entities;
- Ensures that portfolio entity is compliant with legislation governing its operations;
- Reviews Internal Audit Reports to identify areas to be strengthened.

To oversee Portfolio Entity's Financial Reports to ensure that it is timely, accurate and complete:

- Provides assistance on technical accounting issues raised by portfolio entities;
- Ensures the timely submission of the Monthly and Annual Financial Statements by portfolio entities within the statutory deadline;
- Reviews the accuracy and adequacy of the entity's Monthly and Annual Financial Statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the PFO on financial and accounting issues in respect of the portfolio entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance.

To provide support to portfolio entities in ensuring mechanisms for efficient and effective Cash Management:

- Analyzes requests for operation of new bank accounts;
- Analyzes request for investments;
- Analyzes requests for Imprest or increase/decrease to Imprest levels;
- Analyzes requests for use of Credit Cards or increase/decrease to credit ceiling;

- Reports to the PFO issues of concern in Cash Management.

To ensure that portfolio entities maximise their income earning potential:

- Monitors compliance with established fees and charges;
- Analyzes entities Monthly Revenue Financial Statements;
- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances and agreeing ways to achieve increased revenue in the future.

To provide detailed primary knowledge about the financial affairs of the portfolio entities:

- Undertakes financial analysis to allow the PFO to provide comments on Cabinet Submissions, Draft Bills etc.;
- To be a source of knowledge for the PFO on the portfolio entities' financial operations;
- Makes recommendations to facilitate appropriate responses to audit queries raised by the Auditor General, the Contractor General and the Chief Executive Auditor;
- Conducts site visits from time to time to:
 - Observe whether the FAA Act and Instructions are being complied with;
 - See the actual implementation of projects and their physical progress;
 - Assist in resolving accounting, operational, and procedural issues.

Required Knowledge, Skills and Competencies

- Expertise in accrual accounting
- Good grasp of GOJ's budgeting and planning processes
- Sound knowledge of GOJ's procurement procedures and policy
- Excellent knowledge of the FAA Act, Instructions and Regulations
- Proficiency in the use of Spreadsheets and computerized accounting systems
- Excellent financial and analytical skills
- Excellent oral and written communication skills
- Excellent interpersonal and influencing skills
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- BSc Degree in Accounting/ Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Director, Final Accounts and Reporting (FMG/PA 2)

Job Purpose

- Overall responsibility for the preparation of the accounts of the Ministry and all its Departments and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.
- Responsible for the supervision of the Final accounts Unit ensuring that the Unit's objectives are achieved.

Key Responsibilities

Technical/Professional:

To ensure that the accounts of the Ministry and its' Departments are prepared properly. The accounts are as follows:

- Ministry of Industry, Investment and Commerce – Recurrent
- Ministry of Industry, Investment and Commerce – Capital
- Ensures that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Monitors the Final Accountant to ensure that the Monthly and Annual Accounts are submitted within the stipulated deadline;
- Identifies problem(s) contributing to the delay or arrears in the submission of Financial Statements;

- Formulates strategy for resolving the problem(s) identified at above and new target date set for completion and submission of the accounts;
- Checks the accuracy and completeness of all Financial Statements submitted ensuring that they adhere to the MOF instructions and guidelines;
- Ensures that the Financial Statements are supported by adequate notes where required by the requisite accounting standards;
- Obtains the requisite signatures for checked statements and submit them to the Auditor General and the Financial Secretary;
- Reports to the Principal Finance Officer on the status of the monthly and annual accounts and submit a Work Plan to clear any accounting arrears periodically;
- Conducts in-depth analysis of the Ministry and Departments Financial Statements to form an opinion and to report on their current financial status and performance during the period.

To ensure that the reports and documents submitted by the various Divisions/Departments/Projects of the Ministry, which are in receipt of funds (Advance, Imprest, Appropriations-in-Aid (AIA) or other funding, conform to the requirement of the FAA Act and are properly prepared by:

- Ensuring that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service (MOFPS);
- Ensuring that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensuring that the Financial Statements are supported by adequate notes where required by the requisite accounting standards;
- Reporting to the Director, Accounts Payable and Payroll on the status of the Monthly and Annual Accounts and submitting a Work Plan to clear any accounting arrears periodically.

Responsible for the supervision of the Final Accounts Unit ensuring that the Unit's objectives are achieved:

- Supervises and manages the Final Accounts Unit by:
 - ✓ Establishing targets and setting assignments;
 - ✓ Reviewing performance of staff and the Unit;
 - ✓ Conducting on the job training;
 - ✓ Assisting staff in resolving technical problems.
- Ensures that all officers in the Unit and the relevant departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOFPS Circulars, Accounting Manual, and other guidelines critical to the performance of their jobs;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the Accounts
- Assists with the preparation of Briefs in respect of the Public Accounts Committee (PAC) meeting, Public Administration and Appropriations Committee (PAAC) Meeting;
- Assists in the preparation of draft response to Audit queries relating to the Financial Statements;
- Authorises Journal Vouchers;
- Advises the Principal Finance Officer on the closure of periods on the Government Financial Management System (GFMS);
- Collaborates with the relevant Programme Managers, prepare the Explanations for Variations to the Voted Provision Statements for attachment to the relevant Appropriation Accounts.

Required Knowledge, Skills and Competencies

Core:

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Good team skills
- Excellent interpersonal and influencing skills

Technical:

- Sound knowledge of the laws, regulations, principles and practices relating to Public Sector Financial Accounts
- Knowledge of Government Accounting
- Competence in the use of Spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary institution; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

3. Final Accountant (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts & Reporting, the Final Accountant is responsible for the preparation of the accounts of the Ministry and all its Departments and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

Key Responsibilities

Technical/Professional:

To properly prepare the accounts of the Ministry on a timely basis:

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Receipts, Lodgements, and Payments are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers (for salary, advance clearance sand other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads;
- Ensures that Warrant Issues, Warrant Transfers, Warrant Adjustments, contingency Advances and Treasury Advances are properly brought to account under the relevant Heads;
- Prints and checks the following Monthly Financial Reports Statements for accuracy and completeness in respect of all Heads:
 - MFR 1 – Trial Balance
 - MFR 2 – Receipt & Payment Statement
 - MFR 3 – Bank Reconciliation Statement
 - MFR 4 – Statement of Bank Balances
 - MFR 5 – Statement of Expenditure by Activities
 - MFR 6 – Statement of Expenditure by Objects
 - MFR 10 – Summary of Advances
 - MFR 11 – List of Advances
 - MFR 14 – List of Deposits
 - MFR 16 – Statement of Miscellaneous Revenue
 - MFR 17 – Statement of Appropriations-In-Aid
- Resolves all errors found above and provide reports to the Director, Final Accounts and Reporting for checking;
- Closes period, print and sign all relevant Financial Statements for all Heads of Estimates, then submit same to the Director, Final Accounts and Reporting.

Advance Clearance:

- Monitors closely all advances given, by contacting the Accountable Officer promptly following the projected date given for its clearance;
- Examines all bills, claims, vouchers, etc. submitted for clearance of advances ensuring that they are valid, certified, approved, and represents goods/services rendered in accordance with the purpose for which the advance was given and it is in keeping with the budgetary provision, the Financial Administration and Audit (FAA) Act Instructions and Regulations;
- Contacts Programme Manager/Advancee on any matter pertaining to the bills/vouchers submitted for clearance of advance which require explanation or clarification for it to be accepted;
- Ensures that Journal Vouchers are properly prepared and posted for the clearance of advances based on bills checked and accepted;
- Ensures that balances remaining on advances after clearances are recovered by way of cash paid by the Advancee;

- Guides the Cashier in the account codes, advance type and number to be used in respect of advance recoveries.

Advance Monitoring:

- Monitors to ensure that Contingencies and Treasury Deposits advances approved by the Ministry of Finance and the Public Service are cleared promptly;
- Examines list of advance and individual advance accounts to ensure that:
 - The accounts are being reflected under the correct advance type;
 - Accounts overdue for clearance are investigated with a view to having them cleared;
- Prepares Monthly Report to the Director, Final Accounts and Reporting on the status of the advance accounts.

Deposits Monitoring:

- Ensures that receipts and withdrawals from the Deposit Accounts are in keeping with the terms agreed upon;
- Ensures that Deposit Accounts are being utilized for the purposes for which they were received;
- Ensures that Deposits Accounts are not being held longer than is necessary;
- Prepares Aged Statement of Deposits to determine period for which deposits are held;
- Ensures that Deposit Accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue.

Preparation and Posting of Journal Vouchers:

- Receives documents for the preparation of Journals;
- Assigns Journal Voucher number according to the number sequence adopted;
- Posts the following Journals to the Government Financial Management System (GFMS):
 - Original and Supplementary Estimates
 - Warrant Issues
 - Warrant Transfers
 - Warrant Adjustments
 - Expenditure Adjustments
 - Bank Charges
 - Debit Advice
 - Credit Advice
 - Advance Clearances
 - Advance Adjustments
- Maintains Journal Voucher Files.

Bank Reconciliation:

- Has responsible for the preparation of timely, accurate Bank Reconciliation Statements in accordance with the FAA Act, Regulations and Instructions:
 - MIIC Recurrent Head 53000
 - MIIC Capital Head 53000C
 - MIIC Salary Bank Account
 - MIIC Deposits Account
- Ensures the prompt receipt of Bank Statements;
- Ensures correctness of entries on Bank Statements, identify and resolve any errors found and adjust same immediately in the relevant period;
- Prepares journals for bank charges, debit advice, credit advice, etc.;
- Performs any other related duties that may be assigned from time to time by the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Good interpersonal and influencing skills
- Good customer relations skills

Technical:

- Excellent knowledge of the stipulations of the FAA Act
- Excellent knowledge of the Ministry's Policies, Practices and Procedures
- Excellent knowledge of Government Accounting

- Competence in the use of Spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA – CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting from MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

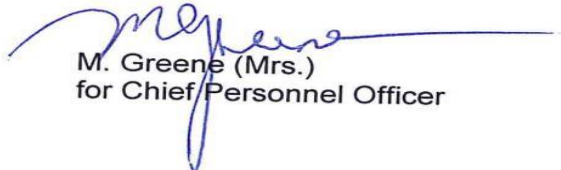
Applications accompanied by résumés should be submitted **no later than Tuesday, 6th February, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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