



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

Website: www.osc.gov.jm

CIRCULAR No. 87 **OSC Ref. C. 6608⁹**

13th February, 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 post of **Budget and Commitment Control Officer (FMG/PA 1) – (Not Vacant)** in the **Corporate and Liaison Services Division, Ministry of Culture, Gender, Entertainment and Sport**, salary range \$3,094,839 – \$4,162,214 per annum.

Job Purpose

Under the general supervision of the Director of Finance, the Budget and Commitment Control Officer is responsible for the management, implementation and monitoring of the Commitment Planning and Control mechanisms ensuring that expenditures are within the limits of the approved Budget and Warrant allocation in respect of the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in the development and implementation of programmes for the Unit's Work Plan;
- Assists with the preparation of the Division's Annual Budget;
- Prepares and submits activity and other reports as requested;
- Assists in the preparation of the Ministry's Annual and Supplementary Budgets.

Technical/Professional:

- Assists the Director of Finance in apportioning the approved Budget to reflect the categories of inescapable, priority and other commitments for the relevant Financial Year;
- Co-ordinates the reviewing of the Budget from time to time and adjusted to reflect changing patterns in the levels of funds released through the Warrant and Bank Accounts;
- Posts details of the Monthly Warrant Allocation to the Commitment Control Registers by Head, Function, Programme and Project Activity and Category;
- Maintains the Commitment Control Register for the Ministry's Recurrent and Capital Heads by ensuring that Warrant Allocations and commitments are posted correctly and promptly;
- Analyzes Commitment Requisitions from Directors and determines the appropriateness of expenditure, the accuracy of charges and the availability of funds;
- Assists in committing and executing payments for Ministry which include:
 - Liaises with the Procurement Unit of Ministry to ensure that the proper guidelines are followed;
 - Liaises with the Financial Management Department at the Office of the Prime Minister (OPM) to ensure that funds are in place;
 - Liaises with the Payments Department at OPM to ensure that commitments are done and payments are processed;
 - Ensures that all requisite sign-offs and authorizations are complete.
- Advises the Director of Finance of signals indicating imminent excesses on voted provisions and make recommendations for adjustments;
- Prepares requests for approval by the Director of Accounts for virement of funds and as well as supplementary provisions, when necessary;
- Prepares utility schedule for submission to Ministry of Finance and the Public Service and payment allocation schedule to the utility companies;
- Assists in preparing 'Estimates of Expenditure' Report for the Ministry, its Agencies and Departments;
- Prepares Cash Management Reports to facilitate reviews for each Head of Estimates on a project/activity level to reflect approved Budget, Warrant Allocated, commitment to date, commitment discharged/uncharged, available balances on Warrant and Vote as well as Special Deposits;

- Collates GCT Reports from Agencies and submit by the 10th workday of each month to the Director of Finance;
- Prepares Payables Report for Central Ministry and collates Agencies submission to be submitted to the Director of Finance by the 12th workday of each month;
- Submits reports as stipulated.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Analytical thinking skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Good planning and organizing skills
- Integrity
- Good interpersonal skills
- Managing External Relationships

Technical:

- Sound knowledge of the general operations of the machinery of the Government of Jamaica (GoJ), especially the Financial Administration and Audit (FAA) Act
- Knowledge of the Public Sector Budget Preparation and Administration
- Sound knowledge of GoJ administration and financial accounting
- Knowledge of the FINMAN System
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

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**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

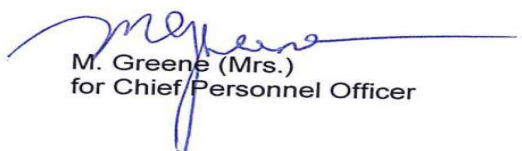
Applications accompanied by résumés should be submitted **no later than Tuesday, 27th February, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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