



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 72 **OSC Ref. C. 6608⁹**

8th 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 fill the **vacant post of Director, Finance and Accounts (Level 6)** in the **Finance and Compliance Division, Jamaica Cultural Development Commission (JCDC)**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

Under the general direction of the Executive Director, the Director of Finance and Accounts manages the Financial Affairs of all Divisions and Departments falling under the portfolio of the Jamaica Cultural Development Commission (JCDC); provides financial advice for the Executive Director, Board of Directors and Executive Management Team; and develops and maintains relevant financial systems to manage the Commission's programmes, projects, services and Human Resource activities.

Key Responsibilities

Management/Administrative:

- Supervises the overall operations of the Finance and Compliance Division;
- Develops and implements modern automated systems and procedures for the Commission's Head Offices and thirteen (13) Parish Offices Islandwide, to achieve the Public Sector Transformation Digitization by 2030; and other objectives set from time to time;
- Reconfigures the Commission's Chart of Accounts to align it to the GOJ Chart of Accounts to improve the Budgetary Process;
- Provides recommendations for appropriate computer software to facilitate sound financial operations within the JCDC;
- Provides financial information for and allocates financial resources to the Divisions/Units Departments within the JCDC in keeping with the directives of the Executive Director;
- Collaborates with the Strategic Planning Division in the development of the Commission's Corporate and Operational Plans;
- Supervises the preparation of the JCDC Budget for all Capital and Recurrent Expenditure in accordance with the operational goals and objectives and the Ministry of Finance and the Public Service guidelines;
- Prepares the Operational Plan, Budget and work programmes for the Finance and Accounts Division;
- Prepares and monitors Estimates of Revenue, Expenditure and Cash Flow for the Commission;
- Rationalizes and prioritizes programmes, activities and projects vis-à-vis Corporate Objectives as set out in the Ministry's Business Strategic Plan to match expenditure ceiling given by the Ministry of Finance and the Public Service;
- Develops and maintains a budgetary system in accordance with the Government's policies and procedures for effective financial planning;
- Oversees and ensures that all contracts, financial transactions and monetary arrangements conducted on behalf of the Organization adhere to Government policies, are checked, verified, certified and authorized appropriately;
- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff, settling performance targets, monitoring performance, providing feedback to staff and arranging training;
- Liaises with the Human Resources Management and Development and Administration (HRMD&A) Division on an ongoing basis to ensure that all employees in the Commission are compensated on time and accurately.
- Ensures that effective and up-to-date records are kept of all statutory deductions, fiscal and monetary transactions within the JCDC and its Departments;

- Ensures that JCDC is tax compliant for GCT withholding taxes and withholding taxes held at source;
- Ensures that all Tax Returns are filed for payroll taxes;
- Maintains effective working relationships with external and internal stakeholders and clients.

Technical/Professional:

- Ensures that all accounting systems and procedures executed by the JCDC are in accordance with the Government's Financial Regulations;
- Ensures that adequate procedures are in place to facilitate accurate and timely checking, certifying and authorisation of payroll and all other payments in accordance with the Financial Administration and Audit Act, Regulations and Instructions;
- Manages the Organization's financial accounting, monitoring and reporting systems;
- Advises the Board, the Executive Director and Senior Management Team on issues relating to finance, budgeting and procurement;
- Ensures equitable allocation of warrants among Departments and Parish Offices based on budgets along with any immediate priorities, as directed by the Executive Director;
- Obtains and reviews monthly and quarterly reports for Ministry of Culture, Gender, Entertainment and Sports, Office of the Prime Minister and Ministry of Finance and the Public Service;
- Analyses and evaluates reports submitted by Programme Managers in conjunction with the Strategic Planning Unit, matching performance against the Strategic Plan, the Budget and the Warrant Allocation;
- Links subsequent Allocations with performance and where necessary, make recommendations for virement;
- Advises Line Managers on the accounting system they should operate and ensure that these systems are consistent with and supported by the Ministry's cash planning and control mechanisms;
- Monitors the accounting systems of all Parish Offices that are aligned to the JCDC and maintains adequate procedures for paying grants, and authorizing expenditure;
- Establishes adequate and effective procedures for the reconciliation and prompt remittance of funds to the Accountant General's Department;
- Analyses the financial situation within the JCDC consistently and reports shortfalls to the Ministry of Finance and the Public Service;
- Assesses, review and recommend necessary adjustments in fee structures and rates;
- Ensures the timely collection of Accounts Receivable;
- Liaises with the Ministry of Culture, Gender, Entertainment and Sports to evaluate and monitor the implementation and performance of Special Projects, Capital Projects and Programmes in the Recurrent Budget;
- Ensures that there is an effective system in place for the efficient utilization and adequate protection of all resources in the Accounts Division;
- Prepares Financial Reports and Appropriation accounts in accordance with the Financial Regulations for submission to the Parent Ministry;
- Attends and present at monthly Finance Committee Meeting;
- Advises Accounting Officers on the proper preparation of payment vouchers;
- Ensures safe custody of cash collected at all JCDC paying events;
- Acts as cheques signatory for and authorize expenditure up to limits as established by the Board of Directors;
- Liaises with External Auditors to ensure annual monitoring is carried out;
- Develops external relationships with appropriate contacts, e.g. Auditor General's Department, Accountant General's Department, Bankers and Statutory Organisations such as the Inland Revenue;
- Maintains appropriate relations with Funding Agencies and make reports as necessary, ensuring compliance with any contracts;
- Keeps abreast of changes in financial regulations and legislation.

Human Resource:

- Manages and appraises the performance of the members of the Finance and Compliance Division;
- Develops and manages the performance of the Department and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary to improve performance;
- Promotes the building of institutional knowledge for the Department by ensuring that established systems and procedures are documented and disseminated;
- Supervises the Human Resource functions and procedures within the Finance and Compliance Division;

- Recommends/administers disciplinary action in keeping with established Human Resource policies;
- Conducts monthly and other ad hoc departmental staff meetings as required;
- Ensures that the Finance and Accounts Division is staffed with adequate and trained personnel to undertake the task in the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Director of Human Resources Management, Development and Administration in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Liaises with the Director of Human Resources Management, Development and Administration to recruit and select suitably qualified individuals to staff the Division;
- Liaises with the Director of Human Resource Management, Development and Administration to identify training needs for accounting personnel and recommend the relevant courses of study for them;
- Rosters and assigns Accounts Staff as Cashiers at JCDC paying events in all parishes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Excellent analytical, problem-solving and negotiation
- Excellent knowledge of Government accounting policies and procedures
- Excellent knowledge of Appropriation Accounts
- Proficiency in the use of relevant Computer Applications
- Good knowledge of Corporate Planning and Budgeting
- Excellent knowledge of the Government FAA Act
- Ability to manage Human Resources
- Excellent knowledge of Government procurement procedures
- Excellent oral and written communications skills
- Good leadership skills
- Sound knowledge of the Financial Administration Audit Act (FAA Act) and Government Procurement Policy
- Excellent leadership and customer service skills
- Sound knowledge in preparation of standard operating procedures and policies in Accounts
- Possess good ICT skills

Behavioural:

- Integrity
- Customer and quality focus
- Teamwork and co-operation
- Adaptability
- Strategic vision
- Leading and developing others
- Excellent problem-solving skills
- Change management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounts/Management Studies or similar discipline in Social Sciences /ACCA Level 3;
- Five (5) years' experience in Accounting or Financial Management at a senior management level;
- Training in ACCPAC/Sage 300 ERP would be an asset.

Special Conditions Associated with the Job:

- Expected to demonstrate a high level of integrity and professionalism;
- Expected to work beyond normal working hours (including weekends, public holidays and nights);
- Exposure to confidential and sensitive information;

- Managing scarce resources.

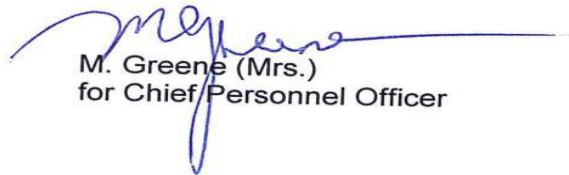
Applications accompanied by résumés should be submitted **no later than Thursday, 22nd February, 2024 to:**

**Director
Human Resource Management and Development and Administration
Jamaica Cultural Development Commission
3-5 Phoenix Avenue
Kingston 10**

Email: careers@jcdc.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