



Office of the Services Commissions

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CIRCULAR No. 125
OSC Ref. C. 4858⁴³

12th March, 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 National Fisheries Authority:

1. **Manager, Final Accounts & Reporting (Level 8)**, salary range \$4,594,306 - \$6,178,831 per annum.
2. **Senior Management Accountant (Level 8)**, salary range \$4,594,306.00 - \$6,178,831.00 per annum.
3. **Outstation & Special Projects Accountant (Level 5)**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Accounts Payable Officer (Level 4)**, salary range 1,984,305- 2,668,670 per annum.
5. **Budget officer (Recurrent) (Level 4)** salary scale 1,984,305- 2,668,670 per annum.

1. **Manager, Final Accounts & Reporting (Level 8)**

Job Purpose

Under the direct supervision of the Director, Finance & Accounts Division, the Manager, Final Accounts and Reporting, is responsible for the preparation of the accounts of the authority and for the timely submission of accurate and complete monthly and annual Financial Statements. Accordingly, the incumbent manages the staff of the Final Accounts and Reporting Branch to ensure that:

- Financial Statements are prepared each month, with accompanying notes and are submitted to the Director, as required;
- Bank Accounts are reconciled on a monthly basis, with any significant/material variances being reported to the Director and speedily resolved;

The incumbent also works with the Finance Director to contribute to the Authority's strategic planning, budgeting and forecasting activities.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the annual Corporate/Operational/Work Plans and Budget for the Finance and Accounts Division;
- Liaises with Section Heads to develop and submit the annual Operational Plan for the Final Accounts and Reporting Branch;
- Reviews the annual Work Plans for direct reports to ensure that they are aligned with objectives of the Branch, Division and the overall organizational objectives;
- Monitors the work programme of direct reports to ensure that work is carried out as planned and that agreed targets are met;
- Represents the Director at conferences, seminars and workshops on the preparation of ending account balances and the creation of Financial Statements;
- Prepares monthly, quarterly and annual Financial Control Reports and Statements for submission to the Divisional Director;
- Provides guidance to staff supervised in the maintenance of the accounting and financial records for final accounts;
- Provides support/advice to the Director, Finance and Accounts Division;

- Ensures adherence to the accounting and financial procedures of the Government of Jamaica in respect of financial reporting;
- Participates in the preparation and maintenance of the Procedural Manual of the Division;
- Manages the quality of statements/reports/records produced by the Branch;
- Develops and implements operational procedures to improve efficiency and effectiveness.

Technical/Professional:

- Manages and supervises the Final Accounts Branch to ensure that the final accounts of the Authority are properly prepared in accordance with GOJ guidelines;
- Ensures that all officers in the Branch are provided with up-to-date copies of the FAA Act, Regulations, Instructions, Accounting Manual and other guidelines critical to the performance of their jobs.
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the Financial Statements are supported by adequate notes where required by the requisite accounting standards;
- Reports to the Director of Finance on the status of the monthly and annual accounts and submits a Work Plan to clear any accounting arrears;
- Ensures that the required reports and documents submitted by the various Divisions/Projects of the Authority conform to the requirements of the FAA Act and are properly prepared;
- Answers queries and provides information in relation to Financial Statements;
- Manages Advance Accounts to ensure that they are cleared in keeping with established procedures;
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Directs the preparation of adhoc reports;
- Authorizes transactions/vouchers;
- Directs maintenance of cheque cancellation and updating of reports/records.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary to improve performance and/or attaining established personal and or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Participates in recruitment of staff for the Branch and recommends transfer, promotion and leave in accordance with established human resource policies and procedures;
- Performs any other related duties that may be assigned from time to time by the Director, Finance and Accounts.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Ability to work in teams;
- Good interpersonal and influencing skills;
- Excellent analytical and judgement skills;
- Good customer relations skills;
- Problem-solving skills;
- Excellent planning and organizing skills;
- Strong leadership skills.

Technical:

- Excellent knowledge of the stipulations of the FAA Act;
- Excellent knowledge of the Authority's Policies, Practices and Procedures;
- Excellent knowledge of Government Accounting;
- Excellent mathematical skills with an emphasis on attention to details;
- Competence in the use of spreadsheets and computerized accounting systems;
- Proficiency in the relevant computer applications.

Minimum Required Qualifications and Experience

- Bachelors' Degree in Accounting, Management Studies with Accounting courses or ACCA Level 2;
 - Completion of the relevant Government Accounting courses;
 - At least five (5) years related accounting experience, with two (2) at the Supervisory level.
- OR**
- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting;
 - At least seven (7) years related accounting experience, with two (2) at the Supervisory level.

Special Conditions Associated with the Job

- Periodically required to work beyond normal working hours, e.g. end of financial period;
- Occasional travel.

2. Senior Management Accountant (Level 8)

Job Purpose

Under the direct supervision of the Director, Finance & Accounts Branch, the Senior Management Accountant (Level 8), is responsible for the preparation, co-ordination and implementation of the Authority's Budget. Accordingly, the incumbent is responsible for establishing and operating effective budgeting and cash management systems; serves as the Chief Advisor to the Director of Finance & Accounts on all management accounting matters relating to the Expenditure Budgets and other funds and assets under the control of the Authority.

Key Responsibilities

Technical/Professional:

- Advises the Director of Finance on the financial performance of the Authority and on its financial status.
- Provides expert advice and specialist assistance to Programme Managers.
- Maintains a budgeting system that fits into a timetable and delivers Expenditure Budgets according to guidelines issued by the Ministry of Finance and the Public Service
- Prepares draft Expenditure Budgets for the Authority through a process of co-ordination, consultation and consolidation ensuring that such Budgets are prepared in accordance with:
 - The ceilings and guidelines outlined in the Budget Call issued by the Chief Executive Officer;
 - The objectives and strategies of the Authority as outlined in its Corporate Plan;
 - The national economic and policy priorities
- Analyses the budget requests from internal Divisions/Branches/Sections/Units to ensure that they reflect the level of allocations and guidelines established by the Authority's Senior Management Team and are supported by realistic implementation plans, where applicable;
- Provides guidance, where necessary, to Divisions/Branches/Sections/Units, in the preparation of the narratives in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators given in the Corporate Plan;
- Submits the consolidated draft Budget Estimates to the Director of Finance & Accounts ensuring that it conforms with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Chief Executive Officer for submission to the Public Expenditure Division of the Ministry of Finance, within the stipulated deadline;
- Reviews in conjunction with Programme Managers, the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.
- Prepares annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the CEO;
- Prepares in accordance with the guidelines of the Ministry of Finance and the Public Service, the following Budget Statements for the Authority:
 - Income and Expenditure
 - Balance Sheet
 - Cash Flow
- Maintains control over the level of Public Expenditure, ensuring that expenditures are kept within budgetary limits and that:
 - High standards of performance are achieved;

- Value for money is achieved in the management of public finances;
- Projects are completed on time and within budget;
- Implements and operates an effective Cash Management System which includes:
- Allocating the monthly and quarterly Warrants in accordance with agreed priorities;
- Implementing an effective mechanism for containing expenditures within the Warrant Limits through a system of commitment planning and control;
- Ensuring that appropriations-in-aid, if any, are fully realised;
- Ensuring that expenditure against the approved budget is met from the Warrant Allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting Divisional revenue etc.
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances;
- Establishes and operates a sound system for budget implementation which will ensure proper expenditure management and control in the Authority, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the Instructions there from;
- Evaluates in conjunction with the Corporate Planning Unit, physical and financial performance in the implementation of the Capital Projects as well as activities in the Recurrent Budget;
- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; authorised measures are employed to improve collections and bring it in line with targets;
- Ensures that all revenues collected and payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Puts in place a sound system of management accounting and reporting to meet operational requirements of the Authority.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and or initiates corrective action, where necessary to improve performance and or attaining established personal and or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Good presentation, oral and written communication skills
- Good analytical and judgment skills
- Good planning and organizing skills
- Good problem-solving skills
- Good interpersonal and influencing skills
- Good team building skills
- Good leadership attributes
- Good customer relations skills

Technical:

- Excellent knowledge of budgetary systems and procedures, especially the laws regulating principles and practices relating to Public Sector budget preparation and administration.
- Excellent knowledge of Government Accounting and Financial Administration, FAA Act and Regulations
- Good knowledge of the Organization's policies and procedures and the Fisheries Bill 2018
- Competence in analyzing and interpreting Financial Statements and reports.
- Proficiency in the use of relevant computer applications.

Minimum Required Qualifications and Experience

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in accounting or management
- Completion of relevant Government Accounting Courses
- At least five (5) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized Tertiary Institution
- Completion of relevant Government Accounting Courses
- At least five (5) years' related experience in Accounting.

OR

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting.
- At least seven (7) years related accounting experience, with two (2) at the Supervisory Level.

Special Conditions Associated with the Job

- Normal office environments
- Periodically required to work beyond normal working hours, e.g. Budget Preparation period
- Occasional travel

3. Outstation & Special Projects Accountant (Level 5)

Job Purpose

Under the direction of the Director, Finance and Accounts Division (Level 9), the Outstations and Special Projects Accountant (Level 5), is responsible for the accounting transactions relating to specific projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with. The incumbent also accounts for all funds received at Sub-Stations on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

Key Responsibilities

Technical/Professional:

- Communicates directly with Contractors, Project Sponsors and Project Team Members;
- Communicates directly with Outstations' Records Officers;
- Represents the Authority at Project Team Meetings and other project related fora;
- Prepares financial governance document for distribution to Project Teams;
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager;
- Prepares/obtains Budgets and detailed schedules for all projects and Outstations;
- Monitors project expenses, deliverables and timelines, compare with budget/schedule, investigate and produce variance report;
- Maintains project accounts data in the accounting information system;
- Maintains Outstations accounts data in the accounting information system;
- Ensures that submitted invoices are accurate and settled promptly;
- Ensures that project guidelines are complied with;
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of Project Sponsors and GOJ;
- Liaises with Project Managers and Project Sponsors on issues relating to project costing, project accounting etc.
- Maintains project-related records, including contracts and changed orders;
- Monitors, tracks and records all expenses relating to each project and Outstations;
- Reviews and approves all invoices submitted for payments;
- Compiles information for internal and External Auditors, as required;
- Enforces the timely submission of necessary information from Project Managers and Outstations Records Officers;
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action;
- Manages all project accounting data-bases to ensure timely updates, security and control;
- Closes out project accounts upon project completion;

- Performs other related functions assigned from time to time by the Director of the Finance and Accounts Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving skills
- Good leadership skills
- Good interpersonal and influencing skills.
- Good customer relations and quality focus skills
- Good planning and organizing skills
- Good teamwork and cooperation skills

Technical:

- Knowledge of the GOJ Financial Administration and Audit Act. (FAA).
- Knowledge of Government Procurement Policies and Guidelines
- Sound knowledge of general accounting principles and practices
- Strong numeric and analytical skills
- Good knowledge of the Authority's Policies, Practices and Procedures.
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the use of relevant computer applications.

Minimum Required Qualifications and Experience

- Associate Degree in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- At least three (3) years related accounting experience

OR

- Diploma in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- Four (4) years experience in a comparable work environment

Special Conditions Associated with the Job

- Island wide traveling
- Exposure to adverse conditions on construction site/ship/boat/water

4. Accounts Payable Officer (Level 4).

Job Purpose

Under the direction of the Manager, Payments and Payroll, the Accounts Payable Officer is responsible for the efficient maintenance and processing of accounts payable transactions. The incumbent schedules invoices for payment and disburses all cheques, ensuring that payments are effected on a priority basis given the status of cash flow at the particular point in time. The incumbent also tracks expenses, maintains files and other payment records and prepares reports.

Key Responsibilities

Technical/Professional:

- Collaborates with the Manager, Payments and Payroll in developing a priority payments procedure which establishes the basis for determining vouchers to be paid;
- Selects the vouchers to be paid based on priority policy and given the level of funds available;
- Streamlines the payment operations by developing an appropriate schedule which identifies the days of the week for specified types of payments;
- Assembles, reviews and verifies invoices and requests for cheque payments;
- Flags and clarifies any unusual or questionable invoice items or prices;
- Researches and resolves invoice discrepancies and issues;
- Corresponds with Suppliers and responds to their inquiries;
- Ensures that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorizing officers for authorization;
- Ensures that the amounts on payment vouchers correspond with the vouchers to be paid and that cheques are correctly printed;
- Ensures that cheques printed are properly secured, signed and delivered to the Cashier;

- Ensures that cheque numbers are entered on all payment vouchers and that vouchers are properly filed;
- Ensures that purchases journal and cheque book records are updated and maintained;
- Reconciles accounts payable transactions and prepares analysis of accounts;
- Monitors accounts to ensure payments are up to date;
- Prepares general, periodic and monthly statements and reports;
- Provides support to Outstations in payment and cashiering functions;
- Provides supporting documentation for audits;
- Assists with ensuring accuracy of Financial Statements;
- Performs any other duties that may be assigned from time to time by the Manager, Payments and Payroll.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical, problem solving and judgment skills
- Good customer relations skills
- Good interpersonal skills
- Good planning and organizing skills

Technical:

- Excellent knowledge of Government Accounting, policies and procedures
- Sound knowledge of the stipulations of the FAA Act.
- High degree of accuracy and attention to detail
- Excellent numeric skills.
- Working knowledge of the Fisheries Act and Regulations
- Working knowledge of the Authority's Policies, Practices and Procedures
- Proficiency in the use of relevant accounting software

Minimum Required Qualifications and Experience

- Associate Degree in Accounting or equivalent qualifications
 - Successful completion of the required Government Accounting Certificate
 - Two (2) years experience in a comparable working environment
- OR**
- Diploma in Accounting/ Certificate (Upper Secondary) with courses in Accounting
 - Successful completion of the required Government Accounting Certificate
 - Four (4) years experience in a comparable working environment

Special Conditions Associated with the Job

- Typical office environment
- Regularly spends long hours sitting and using office equipment and computers
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer

5. Budget Officer (Recurrent) (Level 4)

Job Purpose

Under the direction of the Senior Management Accountant, the Budget Officer –Recurrent (Level 4), is responsible for assisting with the operation of an effective cash management and budgeting system for the Authority. Accordingly the incumbent undertakes daily cash flow management activities, including analysis of the cash flow and makes recommendations for the implementation of cash flow strategies. The Management Budget Officer also compiles the draft Budget and assists with the monitoring of the Recurrent Budget implementation. In addition, the incumbent assists the Senior Management Accountant with investment portfolio management and the management of all banking relationships. He/she conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports and statements and assists in the preparation of the Authority's Budget.

Key Responsibilities

Technical:

- Assesses and advises management of the likely impact of problems such as late disbursements and inadequate cash flows;
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables;
- Evaluates cost efficiencies of the Authority's Recurrent Budget;
- Suggests suitable amendments to Division/Branch/Section/Unit Budgets;
- Prepares a monthly statement of projected cash flows for the month;
- Ensures that money held on deposit earns the highest possible rate of return;
- Participates in financial planning, procurement decisions, and short-term placement of surplus funds;
- Evaluates the need for requesting disbursement of additional funds and the short-term investment of surplus funds;
- Prepares Short, Medium and Long-term financial forecasts;
- Prepares annual updates of medium-term financing plan;
- Reviews financial performance each month and prepares monthly variance report;
- Makes use of spreadsheets and different statistical software in order to analyse financial results and track Key Performance Indicators;
- Monitors changes in macro-economic variables such as; interest rates, inflation rates, exchange rates, fuel prices, etc and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the authority;
- Liaises with other Division/Branch/Unit Heads to compile, analyze, summarize and present the authority's annual maintenance budget;
- Reviews budget submissions from divisional heads for completeness, accuracy and reasonableness;
- Provides advice and assists in performing cost benefit analysis for proposed projects;
- Assists in the determination of expenditure priorities;
- Prepares monthly report of actual expenditure vs budgeted amounts. Advises management on and participates in the implementation of measures aimed at correcting adverse variances;
- Performs other related functions assigned from time to time by the Senior Management Accountant.

Required Knowledge, Skills and Competencies

Core:

- Good communication skills
- Good customer relations skills
- Good problem solving skills
- Good analytical and judgment skills
- Good interpersonal skills
- Good team building skills

Technical:

- Sound knowledge of the GOJ Financial Administration and Audit Act. (FAA), the Public Bodies Management & Accountability Act as well as other relevant Acts, Regulations and Guidelines
- Sound knowledge of general accounting principles and practices
- Good understanding of various investment instruments
- Sound numeric skills
- Good knowledge of the Authority's policies and procedures and the Fisheries Bill 2018
- Proficiency in the use of relevant accounting software and Microsoft Office (Excel, Powerpoint, Word)

Minimum Required Qualifications and Experience

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in Accounting or Management
- Completion of relevant Government Accounting Courses
- At least four (4) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized Tertiary Institution
- Completion of relevant Government Accounting Courses
- At least four (4) years' related experience in Accounting.

OR

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting.
- At least six (6) years related accounting experience

Special Conditions Associated with the Job

- Periodically required to work beyond normal working hours, e.g. Budget Preparation period
- Occasional island wide traveling

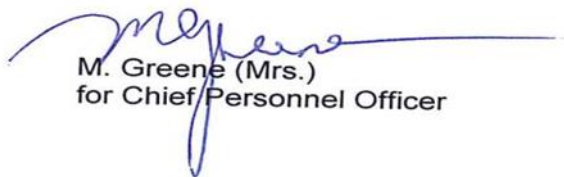
Applications accompanied by résumés should be submitted **no later than Friday, 22nd March, 2024 to:**

Senior Director
Corporate Services Division
National Fisheries Authority
2c Newport East
Kingston 11

E-mail: fisherieshr@moa.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