



# Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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## **CIRCULAR No. 210**

**OSC Ref. C. 6555<sup>17</sup>**

**21<sup>st</sup> May, 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 **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Final Accounts and Reporting (FMG/PA 2) – Finance and Accounts Division**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Senior Secretary (OPS/SS 3) - Legal Services Unit**, salary range \$1,711,060 - \$2,301,186 per annum.

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

#### **Job Purpose**

The Director, Final Accounts and Reporting has 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.

The incumbent is also 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 properly prepared. 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 (1.4) 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 submits 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 submits a work plan to clear any accounting arrears;
- 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.***

- Ensures that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service (MOFPS);

- 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, Accounts Payable and Payroll on the status of the monthly and annual accounts and submitting a work plan to clear any accounting arrears.

***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.

***General:***

- 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;
- Authorizes 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, prepares 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;
- Good 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 Degree in Human Resource or Public Administration/Public Sector Management Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

**2. Senior Secretary (OPS/SS 3)**

**Job Purpose**

Under the general direction of the Senior Assistant Attorney General (JLG/LO 5), the Senior Secretary (OPS/SS 3), is responsible for providing all administrative/secretarial support to facilitate the efficient operation of the Legal Services Unit.

### **Key Responsibilities**

- Prepares legal and other documents such as: Cabinet Submissions, Memoranda of Understanding, Affidavits, Leases, Agreements, Contracts, Drafting Instructions for Acts and Regulations, Reports on Court proceedings, Monthly Status Reports, Legislation Reports, Letters, Memoranda, etc.;
- Requests for the procurement of office supplies and services prepared for the Senior Assistant Attorney General's signature and conducts follow-ups;
- Develops and implements follow-up and control mechanisms to support the efficient operations of the Unit;
- Creates and maintains telephone calls and Facsimile Register;
- Answers telephone calls, screens and redirects calls to relevant officers/Departments or Units; delivers messages and checks telephone bills for anomalies;
- Initiates and monitors responses to queries and other requests from the public;
- Downloads/sends emails, sends/receives facsimiles;
- Receives and screens visitors and ensures that they are directed to the relevant officer/Unit;
- Liaises with Divisional Directors/Heads of Department and Agencies to follow up on responses to directives/queries and submission of relevant information;
- Attends meetings and record Minutes and reproduces same for circulation, arranges meeting logistics;
- Responds to routine and other correspondence;
- Opens, checks, processes, distributes and keeps log of incoming mail and logs all outgoing correspondence;
- Makes photocopies, scans and collates documents;
- Maintains Director's diaries, schedules appointments and prepares and maintains itineraries for Officers of the Legal Unit;
- Files correspondence and other materials, and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Manages and maintains an inventory of stationery for availability to members of the Unit;
- Performs research and assists with the gathering of information to support the preparation of documents, reports and sound decision making;
- Checks Travel Claims for completeness and Subsistence Payments for verification/authorization;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Officer/Legal Director and Legal Officer.

### **Required Knowledge, Skills, and Competencies**

#### ***Core:***

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Ability to use own initiative;
- Integrity;
- Compliance;
- Methodical;
- Customer and quality focus;
- Teamwork and co-operation;
- Good planning and organizing skills;
- Analytical thinking skills.

#### ***Functional/Technical:***

- Knowledge of Office Procedures;
- Knowledge of Clerical Filing;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of web-based research techniques;
- Proficient in the use of Microsoft Office Application.

### **Minimum Required Qualification and Experience**

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience;

**OR**

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

**Special Condition Associated with the Job**

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4<sup>th</sup> June, 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](mailto: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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**