



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 262

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24th June, 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 **Principal Finance Officer (FMG/PA 4)** in the **Houses of Parliament**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

The Principal Finance Officer is responsible for the overall financial management and accounting of the Finance and Accounts Branch of the Houses of Parliament, and is the Chief Advisor to the Clerk to the Houses on all financial matters relating to the expenditure Budgets and other funds operated for the entity.

Key Responsibilities

Management/Administrative:

- Develops and implements the Branch's Strategic and Operational Plans and Budget;
- Oversees the preparation of the financial report and systems for internal and external audits; reviews audit reports and ensures queries and recommendations from internal and external auditors are promptly and appropriately addressed;
- Plans and develops financial programmes to ensure the effective allocation and utilization of the Department's financial resources;
- Establishes mechanisms for monitoring expenditure and provides immediate feedback to Clerk to the Houses on such systems which will ensure expenditure is not in excess of the budget;
- Advises the Clerk to the Houses and the senior management team on the financial performance of the Department and on its financial status.
- Manages the budget of the HOP and the Office of the Leader of the opposition including forecasting financial position;
- Establishes systems of control and risk management within the branch that is focused on ensuring the branch's activities are:
 - ✓ In compliance with relevant organisational policies and GOJ rules and regulations
 - ✓ Focused on the achievement of strategic targets and objectives performed in a manner which does not threaten the continued existence of the entity and the ability to meet its goals
 - ✓ Ensures that performance deficiencies highlighted by subsequent audit reviews are addressed at the earliest possible time
- Prepares, reviews and submits Progress, Annual, Special and other reports, as required and ensures timely submission of all documents/information requested from the Branch;
- Represents the HOP on financial matters at appropriate meetings, conferences and other fora, as required;
- Leads the HOP's Budget preparation process in order to ensure that all Divisions/Branches/Sections conform to the respective policy of the Government of Jamaica;
- Ensures compliance with HOP policies in respect of revenue, charging of fees, principles of full cost recovery and cost centre accounting.

Technical/Professional:

- Manages the financial resources of HOP in accordance with the FAA Act, Regulations and its Instructions emanating therefrom, and Government of Jamaica Procurement Policies and Procedure efficiently and effectively;
- Facilitates proper expenditure management and control in the organization, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act.
- Ensure that the budget is prepared in accordance with:
 - ✓ Ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
 - ✓ The objectives and strategies of the Department outlined in its Corporate Plan;

- ✓ The national economic and policy priorities;
- Monitors the payment for goods and services and other contractual obligations to ensure that deadlines are met;
- Establishes and implements an effective system to prevent incidence of overdraft on any official bank accounts;
- Manages and monitors the credit card expenditure and reports;
- Maintains an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Has overall responsibility for cash management.

Human Resource:

- Provides leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching;
- Develops and manages the performance of the branch and its staff, including transferring of skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Participates in the recruitment of staff for the Branch within their span of control and recommends transfer, promotion and leave in accordance with established human resource policies and procedures;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them;
- Ensures the welfare and developmental needs of staff within the span of control are clearly identified and addressed to ensure the maintenance of a cadre of highly motivated and productive employees;
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Branch and the Houses of Parliament.

Required Knowledge, Skills and Competencies

- Good problem-solving skills;
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and its Instructions;
- Good time management skills;
- Excellent leadership skills;
- Excellent planning and organizing skills;
- Excellent oral and written communication skills;
- Excellent knowledge of financial management and accounting principles and practices;
- Comprehensive knowledge of the Government Central Treasury Management System;
- Good interpersonal skills;
- Excellent teambuilding skills;
- Must be able to work under pressure and meet deadlines;
- Ability to work on own initiative;
- Excellent analytical and judgment skills;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- Post-Graduate Degree in Accounting/Financial Accounting; **or**
- Practising Chartered Accountant and a member of a designated professional Accounting Body; **or**
- ACCA Level 2 or 3.

Applications accompanied by résumés should be submitted **no later than Friday, 5th July, 2024 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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