



Office of the Services Commissions

(Central Government)

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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 **Finance and Accounts Unit, Ministry of Legal and Constitutional Affairs (MLCA)**:

1. **Management Accountant (FMG/PA 2)**, salary range from \$4,266,270 - \$5,737,658 per annum.
2. **Senior Bank Reconciliation Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Commitment Control Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Administrator (GMG/AM 2)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Management Accountant (FMG/PA 2)

Job Purpose

Under the leadership and direction of the Director, Finance and Accounts, the Management Accountant is responsible for providing overall supervision for the efficient and smooth management of expenditure reports and bank reconciliations related to the Ministry and its Departments.

Key Responsibilities

Technical/Professional:

- Monitors monthly expenditure, ensuring they are in keeping with budgetary allocations;
- Ensures that invoices, bills etc. are received for all known recurring and ongoing contractual obligations and that these are booked in accounts payable;
- Liaises with the Manager, Accounts Payables and Payroll, Public Procurement Branch and Divisional/Programme/Department/Agency Heads regarding any new service or acquisition of any goods, stores or assets which has or will give rise to a liability on the part of the MLCA;
- Selects vouchers and effects payments on FINMAN based on a priority basis and the availability of funds;
- Ensures that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorizing officers for authorization;
- Ensures that accounts are updated with the vouchers to be paid and that cheques, electronic/bank transfers are correctly processed, signed and disbursed;
- Ensures all payment vouchers and related payment documentations are properly filed and stored;
- Reviews and transmits payments via Central Treasury Management System (CTMS) to Accountant General's Department;
- Authorizes and updates payment and journal vouchers on FinMan;
- Verifies payment vouchers on Central Treasury Management System (CTMS);
- Maintains liaison with the Financial Institutions, associated Agencies/Departments and other external associates, as necessary;
- Maintains contact with Accountant General's Department and the Ministry of Finance and the Public Service on matters relating to the CTMS;
- Develops and recommends proper controls for the early detection of errors;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payments and Payroll) to determine what new solutions and implementations will meet MLCA business/operational requirements;
- Advises and makes recommendations on banking matters;

- Operates and reconciles all bank accounts on a monthly basis, i.e. recurrent, bail, fines, deposit and project accounts;
- Reconciles other accounting records/transactions, as identified;
- Reports on areas of reconciling weaknesses, errors and discrepancies;
- Approves bank reconciliations;
- Ensures all reconciling transactions are cleared.

Management/Administrative:

- Assists with the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Manager, Accounts Payables and Payroll, Director, Finance and Accounts, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Attends internal committee meetings to address Finance and Accounts and other executive directives, as necessary;
- Represents Director, Finance and Accounts at meetings, conferences, workshops and seminars;
- Maintains customer service principles, standards and measurements;
- Supervises the preparation of monthly expenditure reports;
- Prepares annual and quarterly expenditure reports;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and analytical skills;
- Good time management skills;
- Excellent leadership skills;
- Ability to use initiative.

Minimum Required Qualification and Experience

- 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**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Four (4) years' experience in a Finance/Accounting environment.

2. Senior Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Management Accountant, the incumbent is responsible for ensuring the timely production of expenditure reports and bank reconciliations.

Key Responsibilities

- Researches banking errors/matters;
- Performs follow-ups to ensure that errors are corrected;
- Reconciles all bank accounts;
- Reconciles other accounting records/transactions, as identified;
- Reports on areas of reconciling weaknesses, errors and discrepancies;
- Certifies reconciliation statements;
- Journalizes all transactions;
- Researches and clears all reconciling transactions;
- Certifies Weekly Statement Account payable (CTMS);
- Drafts monthly expenditure reports;
- Examines financial statements for errors;
- Prints and submits financial statements;
- Circulates monthly financial statements, upon authorization;
- Drafts annual and quarterly expenditure reports;
- Assists with the preparation of the annual appropriation accounts;
- Drafts ad hoc financial reports, as requested;
- Assists in preparing responses to Audit Queries;
- Collates Fines information received from RM Courts islandwide;
- Ensures that advance balances are cleared promptly
- Exists backlog cleared within the specified timeline;
- Requests documents for the clearing of advances;
- Files and secures Accounting records;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and analytical skills;
- Good time management skills.

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Accounting, MIND; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programme mentioned above;
- Two (2) years' experience in a Finance/Accounting environment.

3. Commitment Control Officer (FMG/AT 3)

Job Purpose

Under the leadership and direction of the Management Accountant, the Commitment Control Officer is responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the MLCA's Recurrent and Capital C Heads.

Key Responsibilities

Technical/Professional:

- Assists in the commitment planning process by determining and classifying commitments according to Inescapable, Priority and other Commitments;
- Assists the Director/Managers in the planning and utilization of available cash based on

- the level and categories of outstanding commitments;
- Provides advice to the Management Accountant regarding slow moving activities and projects from which funds can be vired to satisfy activities/projects that are urgently in need of funds;
- Examines purchase orders submitted by Management Accountant to see whether funds are available and approves and reserves/blocks funds, where appropriate, for such commitment;
- Informs Heads of Divisions and Department Heads of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent and Capital C Heads by ensuring that warrant allocations and lodgements are posted correctly and promptly;
- Submits monthly report to the Management Accountant on the position of un-discharged commitments;
- Writes letters to the bank to request cheques;
- Writes letters for the disposal of cheques;
- Maintains cheque registers for recurrent, imprest and deposits and for the various projects' bank accounts in the Ministry;
- Certifies accrual accounting application (GFMS) for voted provisions, warrant issues, lodgements and adjustments and virement to the accounting application (GFMS);
- Keeps current with the latest tools/techniques in Public Financial Management (specifically Management Accounts and Commitment Management) to determine what new solutions and implementations will meet MLCA business/operational requirements.

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and analytical skills;
- Good time management skills.

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Accounting, MIND; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programme mentioned above;
- Two (2) years' experience in a Finance/Accounting environment.

4. Administrator (GMG/AM 2)

Job Purpose

The incumbent is responsible for providing administrative support to the Finance and Accounts Division.

Key Responsibilities

- Logs and monitors incoming/outgoing calls/clients, routes and directs accordingly;
- Takes and transcribes notes and produces Minutes/reports;
- Monitors, updates and submits Attendance Register;
- Schedules and co-ordinates meetings for the Finance and Accounts Unit;
- Establishes and maintains a records management system for the Unit;
- Records incoming and outgoing mail and distributes accordingly;
- Drafts response to routine correspondence for relevant signature;
- Monitors activities on behalf of the Finance and Accounts Unit for stationery and office supplies, and ensures the adequacy of the Office's stationery and supplies;
- Proofreads documents for accuracy, completeness and conformity to established formats;
- Manages the office's physical resources, such as printers, computers, phones etc. and promptly submits report for repair or replacement of faulty equipment;
- Compiles, stores and retrieves management data;
- Arranges sensitisation sessions/meetings for the Unit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent planning and organizing skills;
- Excellent typing skills;
- Good time management skills.

Minimum Required Qualification and Experience

- Diploma in Administrative Management, Public Administration or related field;
- One (1) year relevant experience.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Tuesday, 1st October, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Legal and Constitutional Affairs
1A Fairway Avenue
Kingston 10**

Email: careers@mlca.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**