



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 51** **OSC Ref. C. 6555<sup>18</sup>**

**5<sup>th</sup> February, 2025**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Management Accountant (FMG/PA 2) – (Not Vacant)** during the period **March 31, 2025 to August 11, 2025** in the **Ministry of Industry, Investment and Commerce**, salary range \$4,266,270 - 5,737,658 per annum.

#### **Job Purpose**

Reporting to the Director, Management Accounts, the Management Accountant is responsible for the preparation, collation, and implementation of the Ministry's operational budget (i.e. Recurrent and Capital Budget) in accordance with the approved Corporate Plan; the guidelines prescribed by the Financial Secretary; and the priorities and policies of Government. The incumbent will also ensure targets in respect of Appropriations-in-Aid are achieved, Manage advances paid from Contingencies, Treasury Deposits, etc.; and preparation of the budget for the Finance and Accounts Division.

#### **Key Responsibilities**

- Ensures that Budgets and Cash Flows are prepared in line with the Ministry of Finance and the Public Service's guidelines, as well as in accordance with the Ministry's Corporate Plan and Guidelines;
- Prepares draft budgets for the Ministry through a process of co-ordination, consultation and consolidation, ensuring that such budgets are prepared in accordance with the ceiling and guidelines outlined in the Budget Call issued by the Financial Secretary, the objectives and strategies of the Ministry, and the national economic policy;
- Prepares Recurrent Budget for Finance and Accounts Division;
- Analyzes closely budget requests from Divisions/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's senior management team, and are supported by realistic implementation plans, where applicable;
- Analyzes closely the budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the implementation plan, where applicable;
- Provides guidance, where necessary, to Divisions/Agencies in the preparation of the narratives in support of the budget allocations, so as to ensure that it brings out the specific purposes and performance indicators, as given in the Corporate Plan;
- Submits the consolidated draft budget estimates to the Director of Management Accounts, ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Ministry of Finance and the Public Service within the stipulated deadline;
- Maintains control over the level of operational expenditure, ensuring that expenditures are kept within budgetary limits and have been applied to achieve high standards of performance and value for money.

#### **Cash Management:**

- Implements and operates an effective cash management system;
- Allocates monthly warrants in accordance with agreed priorities;
- Implements an effective mechanism for containing expenditures within the warrant limits, through a system of commitment planning and control;
- Provides guidance to Project/Programme Managers in preparation of Cash Flow requests to ensure that it accurately reflects level and timing of cash needs;

***Expenditure Management and Control:***

- Monitors the implementation of operational budgets, including that of para-statal bodies funded from the budget. Obtains and analyses monthly financial reports to determine whether:
  - ✓ The funds have been utilised for the specific purposes indicated in the approved budget;
  - ✓ Whether these funds have been efficiently utilised;
- Evaluates, in conjunction with the Corporate Planning Unit, the physical and financial performance in the implementation of the programmes in the budgets;
- Links subsequent allocation with performance and, where necessary, makes recommendation for virement;
- Monitors and ensures prompt clearance of cash advances;
- Ensures the posting and prompt clearance of cash advances.

***Management/Administrative:***

- Represents the Director, Management Accounts at meetings and other functions, as directed;
- Attends budget meetings with portfolio Ministry, MOFPS and other officials;
- Undertakes monthly variance analysis of expenditure against budget and against prior year, analysing causes for variance;
- Certifies the monthly Outstanding Bills Report and submits to MOFPS;
- Attends Parliament for the presentation of the Annual Budget and Supplementary Estimates; Public Accounts Committee (PAC) Meetings; Public Administration and Appropriation Committee (PAAC) meetings;
- Assists with the preparation of Budget Briefs for the Honourable Minister, Permanent Secretary, Principal Financial Officer (PFO) and the Ministry of Finance and the Public Service (MOFPS), as requested for the Ministry's appearance before the Standing Finance Committee of Parliament.
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

- Excellent leadership and teambuilding skills
- Excellent planning and organizing skills
- Excellent analytical and judgment skills
- Excellent presentation, oral and written communication skills
- Excellent interpersonal skills
- Problem-solving skills
- Ability to cope well under pressured working conditions and to meet deadlines

***Functional/Technical:***

- Sound knowledge of the laws, regulations, principles and practices relating to public sector budget preparation and administration
- Competence in analysing and interpreting financial statements and reports
- Ability to use various financial analysis methods and techniques including computer applications

**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.

**Special Condition Associated with the Job**

- Required to work beyond normal working hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18<sup>th</sup> February, 2025 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**