

INTERNAL ADVERTISEMENT

MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

CAREER OPPORTUNITIES

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following positions in the Finance and Accounts Division:

1. **Financial Analyst (FMG/PA 3) –Vacant**

Salary Range: \$2,551,250 to \$3,032,634 per annum and any allowance(s) attached to the post

2. **Director, Final Accounts and Reporting (FMG/PA 2) - Vacant**

Salary Range: \$2,104,355 to \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Financial Analyst (FMG/PA 3)**

JOB PURPOSE

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Financial Analyst (FMG/PA 3), is responsible for monitoring and evaluating the Ministry's, Agencies/Departments, financial performance and operations including procurement, cash and bank to ensure that:

- limited resources are allocated to its priorities
- expenditure is kept within the voted provision
- the entity's finances are managed efficiently and effectively in accordance with the public, finance, legal and policy framework
- the capacity of the portfolio entity is strengthened to manage their finances and support systems

KEY RESPONSIBILITIES

Technical/Professional Responsibilities

- Monitors and reviews expenditure of entity to ensure that it is within the limits of the budget
- Examines portfolio entity's procurement practices to ensure compliance
- Provides the PFO with periodic budget variance reports on portfolio entities.
- Ensures that portfolio entity is compliant with legislation governing its operations
- Reviews internal audit report to identify areas to be strengthened
- Provides assistance on technical accounting issues raised by portfolio entities.
- Ensures the timely submission of the monthly and annual financial statements by portfolio entities within the statutory deadline.
- Reviews the accuracy and adequacy of the entity's monthly and annual financial statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the PFO on financial and accounting issues in respect of the portfolio entities, including rating them on the accuracy and timeliness of their reports as well as on their financial performance.
- Analyses requests for operation of new bank accounts
- Analyses request for investments.
- Analyses requests for Imprest or increase/decrease to Imprest levels.
- Analyses requests for use of credit cards or increase/decrease to credit ceiling
- Reports to the PFO issues of concern in cash management
- Monitors compliance with laid down fees and charges;
- Analyses entities monthly revenue financial statements.

- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances, and agreeing ways to achieve increased revenue in the future;
- Undertakes financial analysis to allow the PFO to provide comments on Cabinet submissions, draft bills

Human Resource Responsibilities

- Monitors and evaluates the performance of reporting team members, prepares performance appraisals and recommend 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 Division/Unit 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.
- Make recommendation of organizational structural changes where identified

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Accounting or Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least five (5) years post qualification experience
OR
- Association of Certified Chartered Accountant (ACCA) or Uniformed Certificate Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least five (5) years post qualification experience
OR
- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least ten (10) years' experience in Accounting

REQUIRED COMPETENCIES

- Good oral and written communication skills
- Good customer relations skills
- Good interpersonal and influencing skills
- Works well on own initiative.
- Ability to work in teams
- Good analytical and financial skills
- Good grasp of GOJ's budgeting and planning processes
- Expertise in accruals accounting
- Sound knowledge of the Procurement Procedures and Policy
- Excellent knowledge of the FAA Act, Instructions and Regulations
- Proficiency in the use of spreadsheets and computerized accounting systems.

SPECIAL CONDITIONS

- Typical working environment, no adverse working conditions.
- Required to travel to Agencies and external Departments
- Required to attend meetings representing the Ministry

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

JOB PURPOSE

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Accountant, Final Accounts & Reporting (FMG/PA 2), is responsible for the preparation of the accounts of the Ministry 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

Management/Administrative Responsibilities

- Develops the workplans for the Unit
- Represents the Ministry at meetings, seminars and conferences
- Ensures the adherence to the accounting and financial procedures of the Government of Jamaica in respect of financial reporting
- Directs the maintenance of the accounting and financial records for final accounts
- Participates in the preparation and implementation of the corporate/operational plans of the Division
- Participates in the preparation and maintenance of the procedural manual of the Division
- Manages the quality of statements/reports/records produced by the Unit
- Develops and implement operational procedures to improve efficiency and effectiveness
- Manages the Financial Management Systems (GFMIS), and coordinates activities with the Accountant General's Department
- Travels to Food Storage Division, JANAAC, JIPO and Dept. of Co-operatives regional offices located island wide to verify accounting records.

Technical/Professional Responsibilities

- Ensures that the accounts of the ministry and its departments are properly prepared in accordance with GOJ guidelines
- 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 Principal Finance Officer 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 ministry, which are in receipt of funds (imprest or other advance) conform to the requirement of the FAA Act and are properly prepared.
- Supervises and manages the Final Accounts Unit
- Ensures that the officer in the Unit and the relevant departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOF Circulars, Accounting Manual and other guidelines critical to the performance of their jobs.
- Answers queries and provide information in relation to financial statements.
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts.
- Directs the preparation of adhoc reports
- Certifies transactions/vouchers
- Directs maintenance of cheque cancellation and updating of reports/records.

Management of Special Accounts

- Maintains the accounting ledgers in the relevant accounting software package for select Statutory Bodies and Funds
- Reviews bank reconciliation statements prepared by the Final Accounts Officer for sign off
- Prepares statements of account for select Statutory Bodies and Funds in accordance with GOJ guidelines and accounting standards and for inclusion in annual reports to Parliament
- 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.
- Prepares audit schedules for external audit annual review
- Reports to the Principal Finance Officer on the status of the monthly and annual accounts for the respective entities and submits a work plan to clear any accounting arrears.
- Answers queries and provide information in relation to financial statements.

Management of the Deposits Head

- Manages the subsidiary accounts to ensure that receipts and withdrawals are in keeping with the terms agreed upon
- Manages the deposit portfolio or any other special funding arrangement entered into by the Ministry
- Monitors all deposit accounts to ensure that they are being utilized for the purposes for which they were received
- Submits where necessary, to depositor's monthly statements showing the activity of their account during the month and the remaining balance.
- Prepares Aged Statement of Deposits to determine period for which Deposits are held.
- Ensures that deposit accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue.
 - ✓ Conduct detail analyses of sums held on deposits regarding: the projected date when the funds will be required for use and an appropriate secure investment for such funds, which will mature before the projected date when the funds will be required.
 - ✓ The projected interest and /capital gains expected on the investment
- Ensures that all sums held on deposit under the category "Revenue Deposits" are paid over to revenue in the shortest time possible

Human Resource Responsibilities

- 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
- 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 Division/Unit 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 Division/Unit and recommends transfer, promotion and leave in accordance with established human resource policies and procedures

REQUIRED COMPETENCIES

- Excellent oral/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
- Excellent knowledge of the stipulations of the FAA Act.
- Excellent knowledge of the Ministry's Policies, Practices and Procedures.
- Excellent knowledge of Government Accounting
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA level 2 Certification or any equivalent accounting/management professional qualification plus at least two (2) years post qualification experience in Accounting.

OR

- BSc degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least two (2) years post qualification experience in Accounting.

OR

- ASc degree or Diploma in Accounting or Business Administration from a recognized tertiary institution plus at least five (5) years' experience in Accounting.
- Experience in government financial accounts and general ledger.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working condition
- Travelling required to verify accounting records for agencies and departments.

**Applications accompanied by resume should be submitted no later than
February 11, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5
Email: hrm@miic.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.