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10th July, 2018

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 posts in the **Accountant General's Department (AGD)**:

1. **Bank Reconciliation Officer (FMG/PA 2)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.
2. **Treasury Inspector (FMG/PA 2)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.
3. **Manager, Accounting Standards and Policies (FMG/PA 2)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.

1. **Bank Reconciliation Officer (FMG/PA 2)**

Job Purpose

The Bank Reconciliation Officer (FMG/PA 2) will ensure that bank accounts maintained by the AGD at Bank of Jamaica (BoJ) and Commercial Banks are reconciled periodically as directed by the Accountant General and are so managed that concerned Units are made aware of discrepancies for timely and effective resolution.

Key Responsibilities

Technical:

- Receives Bank Statements and checks to ensure that all transactions recorded by the banks are consistent with those made;
- Informs concerned Operational Units of discrepancy/ies, if any;
- Liaises with both internal Units and external institutions in rectifying any issues on the accounts;
- Prepares periodic Bank Reconciliation Statements;
- Ensures that entries on the Bank Statements correspond with the Department's records;
- Forwards Bank Statements to Auditors when requested.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Accounting practices and applications
- Comprehensive knowledge of international Public Sector Accounting Standards (IPSAS)
- Comprehensive knowledge of Government Accounting
- In-depth knowledge and experience in all areas of Financial Management
- Working knowledge of the Finance Administration and Audit (FAA) Act
- Knowledge of Public Treasury Operations
- Knowledge of Banking Operations
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- Accuracy/attention to details
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organizational performance

- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- Ability to work effectively under pressure

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting from a recognized institution; **OR**
- ACCA Level 2; **OR** CPA; **or** any other equivalent professional qualification in Accounting or Management;
- Four (4) years' experience in a related field with at least two (2) years in a similar position.

Special Conditions Associated with the Job

- Required to travel locally (up to 60% travel);
- Pressured working conditions with numerous critical deadlines.

2. Treasury Inspector (FMG/PA 2)

Job Purpose

The Treasury Inspector (FMG/AT 2) will ensure that the books of accounts of the Ministries, Departments and Agencies (MDAs) are monitored for compliance with rules, regulations, policy decisions and Accounting codes to verify whether all revenues due to the Government are paid into the Consolidated Fund and internally for revenue control on time by conducting routine inspections, Board and Losses, Monitoring and Enforcement.

Key Responsibilities

- Conducts routine and in-depth inspection of the books of accounts of MDAs and public bodies to ensure compliance with rules, regulations, policy decisions and Accounting codes, and internally for revenue control;
- Monitors for compliance with Financial Rules and Regulations;
- Ensures that the internal control systems in the Accounts Division of the MDAs and public bodies are adequate to minimize risks and opportunity for misuse of public funds;
- Ensures systems are in place to detect and prevent fraud and fraudulent practices;
- Reports on lapses and makes recommendations for approval;
- Communicates approved recommendations to the MDAs/public bodies for necessary corrective actions;

- Conducts Annual Boards of Survey of Bank and Cash Balances of Ministries, Extra-Ministerial Departments and Agencies;
- Conducts Quarterly Surprise Board of Survey of Bank and Cash Balances of Ministries, Extra-Ministerial;
- Monitors and enforces the implementation of all approved recommended remedial actions to be taken on all observed lapses as a result of the inspection and investigation activities in MDAs;
- Conducts follow-up inspections of Accounting books and records of the various institutions to ensure implementation of the approved recommendations;
- Ensures actual remittance of all internally generated revenue, withholding tax, value added tax, and unspent balances in MDAs including foreign missions;
- Analyzes all returns forwarded by MDAs.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Accounting practices and applications
- Knowledge of International Public Sector Accounting Standards IPSAS
- Knowledge of Government Accounting
- Knowledge of the FAA Act, the Crown Property Vesting (CPV) Act, and other relevant Acts and regulations
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organizational performance
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- Ability to work effectively under pressure

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting from a recognized institution; **OR**
- ACCA Level 2; **OR** CPA; **or** any other equivalent professional qualification in Accounting or Management;
- Six (6) years' experience in a related field with at least two (2) years in a similar position.

Special Conditions Associated with the Job

- Required to travel locally and internationally (up to 80% travel);
- Pressured working conditions with numerous critical deadlines.

3. Manager, Accounting Standards and Policies (FMG/PA 2)

Job Purpose

The Manager, Accounting Standards and Policies (FMG/PA 2) ensures that the standard cash IPSAS is rolled out and in use by all Ministries, Departments and Agencies (MDAs); that the necessary training and monitoring is provided, it is implemented across Government to ensure compliance with standards that give a true and fair presentation and full disclosure of the affairs of the Government and that the Accounts are prepared according to the set regulations, laws, standards and guidelines.

Key Responsibilities

Technical:

- Participates in the development/amendment, implementation and maintenance of IPSAS compliant Government's Accounting standards, instructions, policies and procedures;
- Develops, revises or evaluates and approves Accounting and Financial Management Manuals and Guidelines, handouts, brochures etc., for use in the Public Sector and ensures the proper distribution of these documents to the relevant Officers;
- Co-ordinates the Training Needs Analysis of Finance and Accounting Officers in the Public Sector;
- Collaborates with the Training and Development Manager to develop and deliver co-ordinated and integrated training programmes for Finance and Accounting Officers in the Public Sector;
- Creates system to monitor the effectiveness of training courses against standards, oversees the analysis of results and takes corrective action in the event of poor results;
- Provides guidance to the AGD and MDAs on custody and maintenance of Chart of Accounts;
- Maintains relations between the Treasury and other Government Departments in accordance with defined procedures;
- Distributes financial regulations and issues Treasury Circulars so that there are adequate systems relevant to Public Financial Management for the general upkeep and maintenance of Accounting systems;
- Conducts research and recommends changes to policies, procedures and systems to enhance PFM;
- Assists with the establishment of internal control systems;
- Deputizes for the Director Standards and Policies as/when required.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Accounting practices and applications
- Comprehensive knowledge of international Public Sector Accounting Standards IPSAS
- Comprehensive knowledge of the FAA Act and other relevant Acts and regulations
- Knowledge of Government Accounting
- Comprehensive knowledge of the Public Finance Legal framework
- Comprehensive knowledge and experience of Government of Jamaica Operations and Public Sector issues
- Sound understanding of the Public Expenditure Policy Environment and the aims and methods of Public Sector modernization
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including determining priorities and setting medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and Strategic Objectives of the Department
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals

- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organizational performance
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- Ability to work effectively under pressure

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution;
- OR**
- ACCA Level 2 or any equivalent Accounting/Management professional qualification in Accounting or Management;
 - Six (6) years of experience in a related field with at least two (2) years in a similar position.

Special Conditions Associated with the Job

- Required to travel locally and internationally (up to 80% travel);
- Pressured working conditions with numerous critical deadlines.


Applications accompanied by résumés should be submitted **no later than Monday, 23rd July, 2018 to:**

**The AGD Transition Team
Accountant General's Department
2-4 Church Street
Kingston**

Email: agdhrtransition@mof.gov.jm

Please note that only short listed 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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**