



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 30
OSC Ref. C.4860⁷

26th January, 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 post of **Director, Final Accounts (FMG/PA 3)** in the **Ministry of Labour and Social Security**, salary range \$2,097,527 – \$2,493,300 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be responsible for:

- The preparation of the Accounts of the Ministry and all its Departments on an Accrual Accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary;
- The supervision of the Final Accounts Unit, ensuring that the Unit's objectives are achieved.

Key Responsibilities

- Oversees the process of ensuring that the Accounts are prepared according to the requisite Accounting standards and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the Financial Statements are prepared accurately, completely and submitted to the Ministry of Finance and the Public Service and other Departments on or before the stipulated deadlines issued by the Ministry of Finance and the Public Service;
- Ensures that the Appropriation Accounts are completed and submitted to the internal stakeholders for review for onward transmission to the Auditor General's Department and the Ministry of Finance and the Public Service by the stipulated deadline;
- Ensures Journal vouchers are properly prepared and maintained for examination by Internal and External Auditors;
- Responds to Audit Queries;
- Supervises process of preparation and submission of Reports to other stakeholders eg. Appropriations-In-Aid Allocations Report, Constituency Development Fund Reports;
- Ensures that the Financial Statements are supported by adequate notes where required by the requisite Accounting standards;
- Periodically reports to the Principal Finance Officer on the status of the Monthly and Annual Accounts submitting Work Plan to clear any Accounting arrears;
- Supervises and manages the Final Accounts Unit by:
 - ✓ establishing targets and setting assignments
 - ✓ reviewing performance of staff and the Unit
 - ✓ conducting on the job training
 - ✓ assisting staff in resolving technical problems;
- Ensures that all Officers in the Unit are provided with up-to-date copies of the Financial Administration and Audit (FAA) Act, Regulations, Instructions MOF Circulars, Accounting Manual and other guidelines critical to performance of their job;
- Answers queries and provides information in relation to Financial Statements;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the Accounts;
- Identifies and implements internal controls to ensure the effective and efficient operations of the Final Accounts Unit.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent planning and organizing skills

- Excellent oral and written communication skills
- Problem solving skills
- Ability to work in a team
- Excellent interpersonal and influencing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration from a recognized University;
OR
- ACCA Level 2;
OR
- Associate of Science Degree in Accounting, Mind, along with the Diploma in Government Accounting MIND.
- Knowledge and experience in General Ledger.

Applications accompanied by résumés should be submitted **no later than Friday, 9th February, 2018 to:**

**Senior Director
Human Resource Management and Administration
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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)**