



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. 84
OSC Ref. C. 4664⁸

11th April, 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, Standards and Policies (FMG/PA 3)** in the **Accountant General's Department (AGD)**, salary range \$2,246,451 – \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Standards and Policies (FMG/PA 3) will clarify accounting standards to be used by the Treasury, Ministry of Finance and the Public Service and other Ministries, Departments and Agencies (MDAs) (International Public Sector Accounting Standard Cash) and support the training of staff of Accountant General's Department (AGD) and Ministries, Departments and Agencies in their application. The incumbent will ensure that the standard cash IPSAS is rolled out and in use by all MDAs; that the necessary monitoring and training in its use is provided; it is implemented across Government to ensure compliance with accounting and reporting standards which allow for a true and fair presentation and full disclosure of the financial affairs of the Government and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

Key Responsibilities

Technical:

- Oversees the design/amendment and the management of the implementation and maintenance of IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Oversees the maintenance of the Chart of Accounts to ensure International financial reporting standards are met;
- Maintains relations between the Treasury and other Government Departments in accordance with defined procedures;
- Ensures the provision of financial regulations and issuance of Circulars so that there are adequate systems relevant to public financial management for the general maintenance of accounting systems.

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget and supports the Assistant Accountant General, Government Accounting and Reporting to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Unit's Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Assistant Accountant General, Government Accounting and Reporting, as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;

- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit's performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the corporate Strategic Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of unit staff are clearly identified and addressed.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Accounting practices and applications
- Sound knowledge of how financial markets operate
- In-depth knowledge and experience in all areas of financial management
- Comprehensive knowledge of investment strategies
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Experience in budget management and Chart of Accounts formulation and maintenance
- Working knowledge of the Finance Administration and Audit (FAA) Act
- Knowledge of banking operations
- Knowledge of public treasury operations is desirable
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including the ability to determine priorities, and set 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.
- **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.
- **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.
- **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.
- **Ability to work effectively under pressure**

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or Bachelor of Business Administration from a recognized University **or** ACCA Level 2 **or** equivalent;
- Eight (8) years' experience in Accounting;
- At least five (5) years' experience working at the management level in Accounting or Finance, with at least two (2) years in the Public Sector.

Desirable:

- A Post Graduate Degree from a recognized institution in the disciplines of Accounting and/or Finance;
- A chartered practicing Accountant and a member of a designated professional accounting body;
- Evidence of continuing professional development in Accounting.

Special Conditions Associated with the Job

- Required to travel locally and internationally; this position requires up to 80% travel.
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **via email no later than Tuesday, 24th April, 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.



M. Martinez (Mrs.)
for Chief Personnel Officer (acting)