



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm



CIRCULAR No. 43
OSC Ref. C.4858³⁰

5th February, 2019

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 **Management Accountant 1 (FMG/AT 3)** in the **Finance and Accounts Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$1,049,068 - \$1,247,012 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Senior Management Accountant (FMG/PA 3), the incumbent will assist with the preparation and monitoring of the Ministry's Budgets.

Key Responsibilities

Technical/Professional:

- Co-ordinates and compiles data for the preparation of the Finance and Accounts Annual Estimates of Expenditure;
- Prepares Journal Vouchers for entering budget data on the Financial Management System (FinMan);
- Makes adjustments to Accounts with respect to approved Virements;
- Prepares and monitors Journal Vouchers for posting all budget related data such as Warrant allocation, approved budget etc. on to the FinMan;
- Prepares and posts Journal Vouchers for budget up-date on FinMan;
- Prepares Journal Vouchers for miscellaneous revenue estimates and assists in posting to the FinMan;
- Researches and re-allocates funds across activities and objects as directed;
- Assists in journalizing utility payments and taxes paid by Accountant General's Department;
- Assists in the preparation of Recurrent Cash Flow for Finance and Accounts Division;
- Checks Cash Flow requests from Programme Managers/Agencies ensuring conformity with agreed priorities and the trend in fund availability;
- Prepares Consolidated Cash Flow requested for review by the Senior Management Accountant and submission to the Ministry of Finance and the Public Service;
- Co-ordinates Quarterly Reviews of the Cash Flows to determine the requirement for the remainder of the budget period;
- Assists in preparing Annual Wage Bill data;
- Assists in preparing costings for revision of salary and allowances for Officers paid from Head Office;
- Assists in preparing/generating statements and reports for the Ministry of Finance and the Public Service;
- Assists in preparing Reconciliation Statements for Income and Education Taxes;
- Performs other related duties that may be assigned from time to time.

Required knowledge, Skills and Competencies

Core:

- Good Oral and Written Communication skills
- Good Interpersonal and Customer Relations skills
- Good Problem Solving and Analytical skills
- Good Time Management skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Good knowledge of the Financial Administration and Audit (FAA) Act, other associated legislation, circulars, directives and bulletins

- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's policies, practices and procedures
- Proficiency in the relevant/applicable computerized Accounting System
- Knowledge of Budget processes
- Competent in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point)

Minimum Required Qualification and Experience

- AAT Level 3 or;
- ACCA-CAT Level C or;
- ACCA Level 1 or;
- Diploma in Accounting from a recognized University or;
- Associate of Science Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 and 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Monday, 18th February, 2019 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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**