



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 8**

### **OSC Ref. C6544<sup>5</sup>**

**13<sup>th</sup> January, 2026**

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 **Budget Manager (FMG/PA 2)** in the **Houses of Parliament**, salary range \$4,266,270 - \$5,737,658 per annum.

#### **Job Purpose**

Reporting to the Principal Finance Officer, the incumbent will co-ordinate, analyze and support the management of the Annual Recurrent Budget, Supplementary Budgets and other revenue proposals for the Houses of Parliament, in accordance with the approved Strategic and Operational Plans and the guidelines issued by the Ministry of Finance and the Public Service.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Co-ordinates and analyses the Annual and Supplementary Budgets of the Houses of Parliament;
- Communicates the received budget call to all Branches/Sections;
- Liaises with Branches and Sections to ensure budget submission is in line with the Ministry of Finance and the Public Service guidelines;
- Review budgets submitted by all Branches and Sections, and compile them for submission to the Ministry of Finance and the Public Service in accordance with the established timelines;
- Distributes approved Budget to the Branches/Sections;
- Updates the allocation analysis monthly to ensure that the Houses of Parliament receives the correct allocation from the Ministry of Finance and the Public Service;
- Prepares and reviews annual and monthly cash flows and compare with approved Estimates of Expenditure before submission to the Ministry of Finance and the Public Service;
- Examines monthly expenditure statements against warrant allocations to determine variance, if any, with warrants and approved budget and advises the Principal Finance Officer of any potential or necessary adjustments in future allocations;
- Prepares Quarterly Budget and performance review for submission to the Principal Finance Officer to examine expenditure against performance with a view to preventing budget overrun;
- Calculates and collates costing for the revision of salaries and allowances for staff of the Houses of Parliament;
- Participates in the recruitment and selection process for potential staff members for the Branch;
- Provides guidance to staff members supervised through coaching and mentoring;
- Performs any other related duties assigned by the Principal Finance Officer.

#### **Required Knowledge, Skills and Competencies**

##### ***Technical:***

- Knowledge of the policies, rules and regulations of the Ministry of Finance and the Public Service, the Houses of Parliament and the wider Public Service
- Sound knowledge of the Financial Administration and Audit Act & Instructions and other Government Financial Regulations

- Knowledge of Management Accounting, Financial Accounting and Cost Accounting
- Sound understanding of computerized accounting systems

**Core:**

- Good planning and organizing skills
- Good time management skills
- Teamwork and co-operation
- Good oral and written communication skills
- Good analytical skills
- Good presentation skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND, along with Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Monday, 26<sup>th</sup> January, 2026, to:**

**Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston**

**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**

**Please note that only shortlisted 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. Greene (Mrs.)  
for Chief Personnel Officer (acting)**