



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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22nd January, 2026

CIRCULAR No. 3/2026

Applications are invited from suitably qualified Officers to fill the vacant post of **Budget Officer (FMG/AT 3)**, salary range **\$2,190,302 – \$2,945,712** per annum, in the **Kingston and St. Andrew Municipal Corporation**.

Please see attached the relevant job posting and note the required academic qualifications.

Applications are to be submitted no later than the 5th February, 2026 to:

Secretary (Actg.)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Please note that only short-listed applicants will be contacted.

Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



DESCRIPTION AND SPECIFICATION

JOB TITLE: Budget Officer

JOB GRADE: FMG/AT 3

BRANCH: Finance and Accounts

SECTION: Management Accounting Section

REPORTS TO: Director, Management Accounting

MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To ensure effective financial planning, budgeting, and resource management, compliance with financial regulations and support the CFO in making prudent financial decisions within the parameters of the the Local Government (Financing and Financial Management) Act of 2016 and all related implementing Regulations and Instructions..

2. JOB PURPOSE

Reporting to the Director, Management Accounting, the incumbent is directly responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget of the LA.

3. KEY OUTPUTS

- Commitment control;
- Register maintained;
- Reports prepared;
- Technical advice/guidance given;
- Commitment Plans reviewed and adjusted.

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Participates in the allocation of carry-on warrant based on inescapable expenditure participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment control register in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from programme Directors against available cash and commitment planning and enters in registers if commitment is in order. If otherwise return to source stating reason(s) for non-acceptance;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances under the accounting system;
- Submits monthly or weekly analytical reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Return of funds;
- Advises the Director of MA off-track situations and recommends where virement can be exercised;
- Alerts the Director of imminent excesses on voted provisions;
- Periodically reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant;
- Prepares monthly and quarterly statement for submission to the Ministry of Local Government & Rural development and the Director, Management Accounting

- Assist in the commitment planning process and in the determination and classification of commitments according to the following categories such as, inescapable, priority and other;
- Assists the Directors of Management Accounting and Financial Accounting in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director, Management Accounting of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds;
- Receives commitment requisition from Programme Directors;
- Ensures the proper maintenance of the Commitment Control Register for the LA by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position un-discharged commitments;
- Posts commitments, warrant allocation and other Journals on the accounting system;
- Checks the monthly departmental status reports and monthly reports for undischarged commitments prior to submission to Director, Management Accounting.

Other Responsibilities

- Performs other related functions assigned from time to time by the Director, Management Accounting

5. PERFORMANCE STANDARDS

- Carry-on warrants are prepared within established format and timeframe;
- Commitment control plans available, current and in keeping with the needs of the Ministry;
- Register is maintained and in keeping with established standards;
- Reports prepared in a timely manner and in keeping with established standards;
- Technical advice/guidance given and is effective and achieves the ministry's objectives;
- Commitment plans reviewed and adjusted as necessary and in keeping with established standards;

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Director, Management Accounting	Receive directives, share information and provide advice
Internal Audit team	Provide necessary information and documents to perform audits and review findings and to facilitate audit planning, other consultations and presentation of audit findings and recommendations,
Financial Accounting team	To discuss operational budget and warrant allocation.
Other Branch Heads	To consult, advise or share information, especially regarding

Contact (Title)	Purpose of Communication
	operational budgets, cash flow and expenditure projections.
Staff	Share information and provide advice

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Finance and the Public Service	To obtain advice on policies, instructions, information and, guidance
The Accountant General's Department	To obtain advice on policies, information and guidance
The Auditor General's Department	To provide information on audits as requested

7. REQUIRED COMPETENCIES

- Sound public financial management skill – essential
- Demonstrated budget analysis skills - essential
- Foundational level knowledge of GAAP standards and principles - essential
- Sound leadership and organisational skills. - essential
- Computer literacy and familiarity with accounting software packages – essential
- Must have excellent interpersonal skills.
- Must possess good leadership and team building skills.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.

8. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- ACCA Level 1; or
- AAT Level 3; or
- Associate of Science – Accounting, MIND; or
- Diploma in Accounting from a recognized University;

AND

- Three (3) years' working experience in payroll management.

OR

- Successful completion of the Certificate in Government accounting, other relevant financial management courses and at least four (4) years relevant experience.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working condition.

10. AUTHORITY

- The degree of authority within the scope of the job as approved by the Local Government Services Commission and relevant legislation.