



**OFFICE OF THE SERVICES COMMISSIONS**  
LOCAL GOVERNMENT SERVICES COMMISSION  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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OSC Ref. 310/04<sup>IV</sup>

18<sup>th</sup> May, 2026

**CIRCULAR No. 11/2026**

Applications are invited from suitably qualified individuals to fill the vacant post of **Director, Final Accounts and Reporting (FMG/PA 3)**, salary range \$5,198,035 - \$6,990,779 per annum, in the **Portland Municipal Corporation**.

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

**Applications are to be submitted no later than the 5<sup>th</sup> June, 2026 to:**

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

Email address is as indicated above.

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

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



JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Director, Final Accounts & Reporting  
JOB GRADE: FMG/PA 3  
  
BRANCH: Finance and Accounts Branch  
SECTION: Final Accounts & Reporting Section  
  
REPORTS TO: Chief Financial Officer  
  
MANAGES: Final Accountant  
Bank Reconciliation Officer

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

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Employee	Date
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Head of Department/Division	Date
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Date received in Human Resource Division	Date
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## 1. STRATEGIC OBJECTIVES OF THE SECTION:

To ensure accurate and timely financial reporting, compliance with financial regulations, and effective collaboration with other departments and external stakeholders within the parameters of the Local Government (Financing and Financial Management) Act of 2016 and all related implementing Regulations and Instructions..

## 2. JOB PURPOSE

This position is the head of the Final Accounts & Reporting Section. Reporting to the CFO this position oversees adherence to all reporting and reconciliation requirements in compliance with the Local Government Financing & Financial Management Act of 2016, any ad-hoc reports required by the CFO or FA and any other special reporting requirements, such as for donor-funding projects, but not limited to such projects. The Officer will work in close collaboration with the Director, Management Accounting to assist with providing the necessary reports and provide further analysis based on queries related to budget execution monitoring.

## 3. KEY OUTPUTS

- Yearly financial statements and notes thereto in accordance with the accounting standard requirements as indicated in the Local Government Financing & Financial Management Act of 2016. These must be completed in accordance with indicated timeframes so they can be submitted for audit.
- All monthly and quarterly reports as indicated in the Local Government Financing & Financial Management Act of 2016.
- All project-specific reports, regardless of fund source.
- All Ad-Hoc reports as required by the CFO or FA.
- Preparation, approval and filing of all bank account reconciliations on a regular basis (minimum monthly). Reconciliation must be performed utilizing the bank reconciliation tool within the ERP.
- All ERP user have the required user access rights granted to them to undertake their role.
- Budget Classification Structure (BCS) is maintained.
- All payments or withdrawal of any type from any bank account must be processed through the ERP before payment is made.
- In collaboration with the Director, – Financial Accounts, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to all payments and budget control.
- Internal financial management budget execution reports are accurate, up to date and available on a demand basis.
- Develop, document and maintain sound and comprehensive filing system.

## 4. KEY RESPONSIBILITY AREAS

### 3.1 Management/Administrative Responsibilities

- Manage service delivery standards in the Final Accounts & Reporting unit. This includes:
  - Ensuring that the public financial legislation and related financial management procedures and policies are adhered to in the performance of duties and in delivering services.

- Managing staff and performance to ensure that staff are fully utilised to obtain optimal productivity.
- Work with the Director, – Financial Accounting to monitor and evaluate financial policies and strategies, along with accounting standards, that impact on the delivery of the services and commitment control.
- Provide impartial, accurate and timely advice to the CFO as required in area of expertise.

### 3.2 Technical/Professional Responsibilities

- Ensure trial balance is always in a balanced state and all subledgers are reconciled to their respective control accounts in the GL.
- Review budget execution report are a very regular basis to determine if the ERP is controlling commitments and expenditures so that the sum of all commitments and expenditures never exceed the cumulative periodic allotments or overall yearly budget appropriations.
- Ensure all payments of advances (employee or works) are recorded as an asset and not as an expenditure as required by accrual accounting.
- Produce all monthly, quarterly and yearly statutory reports as outlined in the Local Government Financing & Financial Management Act of 2016, subsidiary legislation or ad-hoc project reports.
- In collaboration with the Director, – Financial Accounting, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to your area of responsibility.
- Liaise and assist internal or external auditors as required.

### 3.3 Human Resources Responsibilities

- Supervise assistant(s) that reports directly to you by:
  - a. Assigning work schedules and preparing/amending job descriptions as required.
  - b. Monitoring progress.
  - c. Mentoring staff.
- Provide guidance to staff through coaching, mentoring and training, providing assistance and support as needed.
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the department for the LA.

### 3.4 Other Responsibilities

1. Performs other related functions assigned from time to time by the Director, – Financial Accounts

## 5. PERFORMANCE STANDARDS

- All statutory, internal, project and ad-hoc reports completed on schedule to meet requirements in accordance with the Government Financing & Financial Management Act of 2016
- All bank and sub-ledger to GL control account reconciliations completed, documented and approved on a regular basis.
- Well organized and comprehensive system for filing documents that meets audit scrutiny.
- Public financial management legislation, rules, policies and guidelines are adhered to in the performance of duties.
- Financial information disseminated to Director, – Financial Accounts and other units within the LA is accurate, timely and concise.
- No instances of payments made or commitments taken that exceed available budget.

- Ensure annual budget and amendments thereto is properly controlled in ERP for budget execution control.
- Reconciliations for all key areas are accurately prepared, approved by CFO, filed and carried out at least monthly and at the end of the financial year.
- Confidentiality and integrity are exercised.

## 6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
Chief Financial Officer	Receive directives, share information and provide advice
Audit Manager,	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,
Other Branch Heads	To consult, advise or share information, especially regarding budget and in support of strategic planning activities
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

- Demonstrable prior experience in working with and managing an ERP environment – essential
- Detail oriented and ability to handle pressure under tight deadlines Director, essential
- Advanced knowledge of accounting principles Director, essential
- Sound organisational skills Director, essential
- Computer literacy and experience with accounting software packages – essential
- Must have excellent interpersonal 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

- Bachelor's Degree in accounting or management (with an accounting major) and successful completion of relevant government accounting and computing courses with at least four (4) years' experience at the professional accounting level, including two (2) years in a supervisory position;

OR

- Successful completion of the Certification in Government Accounting, other relevant Financial Management courses with at least eight (8) years' experience, including three (3) years in a supervisory position.

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.

