Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 214 **11th November, 2026**
OSC Ref. C.4858[55]

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, Final Accounts & Reporting (FMG/PA 3) - Finance and Accounts Division, Hope Gardens, Kingston**, **Ministry of Agriculture and Fisheries** salary**:** $5,457,937 per annum.

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 5), the Director, Final Accounts & Reporting (FMG/PA 3), is responsible for the preparation of the accounts of the Ministry and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

The incumbent is also responsible for the supervision of the Final Accounts Unit, ensuring that the Unit's objectives are achieved.

Key Responsibilities

Management/Administrative

- Develops the Work Plans for the Unit;
- Represents the Ministry at meetings, seminars and conferences;
- Ensure the adherence to the accounting and financial procedures of the Government of Jamaica in respect of financial reporting;
- Directs the maintenance of the accounting and financial records for final accounts;
- Participates in the preparation and implementation of the Corporate/Operational Plans of the Division;
- Participates in the preparation and maintenance of the procedural manual of the Division;
- Manages the quality of statements/reports/records produced by the Unit; and
- Develops and implement operational procedures to improve efficiency and effectiveness.

Technical/Professional

- Ensures that the accounts of the Ministry and its Departments are properly prepared in accordance with GOJ guidelines;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards;
- Reports to the Principal Finance Officer on the status of the monthly and annual accounts and submits a Work Plan to clear any accounting arrears;
- Ensures that the required reports and documents submitted by the various Divisions/Projects of the Ministry, which are in receipt of funds (an imprest or other advance) conform to the requirement of the FAA Act and are properly prepared;
- Supervises and manages the Final Accounts Unit;
- Ensures that all officers in the Unit and the relevant Departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOF Circulars, Accounting Manual and other guidelines critical to the performance of their jobs;
- Answers queries and provide information in relation to financial statements;
- Provide guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Directs the preparation of adhoc reports;
- Authorizes transactions/vouchers; and
- Directs maintenance of cheque cancellation and updating of reports/records.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and or initiates corrective action, where necessary to improve performance and or attaining established personal and or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals; and
- Participates in recruitment of staff for the Division/Unit and recommends transfer, promotion and leave in accordance with established human resource policies and procedures.
- Performs any other related duties that may be assigned from time to time by the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgement skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Excellent customer relations skills
- Excellent time management skills
- Customer and quality focus skills

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Knowledge of Generally Accepted Accounting Principles
- Proficiency in the use of Spreadsheets and other computerized systems
- Able to prepare and analyze financial statements
- Competent in preparing financial reports

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with at least five (5) years related experience.

OR

- ACCA Level two (2) with at least five (5) years related experience

OR

- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND with eight (8) years relevant experience
- Experience in Government financial accounts and ledger maintenance will be an asset

Special Conditions Associated with the Job

- Typical working environment, no adverse working conditions.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 24th November, 2026 to:**

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

Email: jobopportunities@moa.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