



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Advance Controller, Final Accounts & Reporting
JOB GRADE:	FMG/PA 1
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Final Accounts and Reporting
REPORTS TO:	Director, Final Accounts & Reporting
MANAGES:	N/A

Strategic Objectives of the Financial Management and Services Division:

The Financial Management Services Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

Job Purpose:

Under the general direction of the Director, **Final** Accounts & Reporting, the Advance Controller is responsible for ensuring that advances are properly reflected in the accounts and promptly cleared. The incumbent is also responsible for posting journals in pursuance of preparing the accounts and generating the requisite financial statements within the Ministry and Agencies ensuring that accounting information is maintained in accordance with Generally Accepted Accounting Principles (GAAP) and the Financial Administrative and Audit (FAA) Act.

Key Outputs:

- Monthly/quarterly/annual reports prepared

- Advances monitored and cleared
- Adjustments prepared
- Journal Vouchers posted
- Financial Statements generated
- Accounting transactions certified
- Audit query responses drafted
- Operational Manual maintained
- Outstations visited

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Prepares and maintains accurate financial accounting records from which the Financial Statements of the Ministry and Agencies are extracted at regular intervals;
- Participates in the preparation and maintenance of the operational/procedural manual for the Finance and Accounts Division;
- Certifies payment vouchers, journal entries, receipts and lodgments ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Posts all journal vouchers for salary, advance clearance and other adjustments in respect of the month;
- Ensures that all monies received by the cashier are properly brought to account;
- Contacts programme managers to clarify any matter pertaining to bills and vouchers submitted for clearance of advance before they are accepted;
- Provides technical inputs;
- Assists in drafting responses to audit queries.

Performance standards:

- Monthly/quarterly/annual reports prepared are accurate and comprehensive and are submitted within the required timeframe and in the established format;
- Advances are carried forward within the specified timeframe;
- Accurate journal entries are made in an efficient manner and within the established timeframe;
- Accurate and comprehensive financial statements are generated in the specified format and within the agreed timeframe;
- Correct accounting transactions, accompanied by the required supporting documents, are certified;
- Audit queries are investigated and responses drafted within the agreed timeframe;
- Operational/Procedural manual prepared and maintained within the specified timeframe.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Other Accounting Managers & staff	To collaborate on cross cutting issues
Chief Internal Auditor	To provide information and documents

Internal Audit	To provide information and documents
Other Directors, Managers and staff	To share information and receive services

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Ministry of Finance & the Public Service	To submit information and to seek advice
Auditor General's Department	To provide information and documents
Banks	To liaise regarding bank statements and cashed cheques

Required Competencies:

Core:

- Excellent management, organizing, planning and interpersonal skills
- Possess high ethical conduct, confirmed integrity and is open to change
- Critical thinking & analytical skills
- Excellent presentation, report writing & oral and written communication skills report writing
- Excellent investigative and problem solving skills
- Attention to detail

Technical:

- Excellent knowledge of the Financial Administrative and Audit (FAA) Act
- Sound knowledge of Accounting Principles and Practices as well as Public Administration
- Sound knowledge of the Government of Jamaica's (GOJ) Accounting Standards
- Knowledge of related GOJ, ICT systems
- Knowledge of and experience in related GOJ operations and Public Sector matters
- Knowledge of Ministry of Education's policies and regulations
- Relevant computer systems and applications

Minimum Required Education and Experience

- Bachelor's Degree in Accounting or Management Studies (Accounting) with one (1) year related experience
- Or**
- ASc. Degree in Accounting (MIND)
- Or**
- ACCA Level 1
- Or**
- ACCA-CAT Level 3
- Or**
- AAT Level 3
- Or**

- Diploma in Accounting along with the Completion of Revised Government Accounting Course
- Two (2) years' related experience

Authority To:

- Prepare adjustments
- Certify accounting transactions

Specific Conditions Associated with the Job:

- Typical office environment
- Regularly spends long hours sitting and using office equipment and computers
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer