



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

JOB TITLE:	Director, Management Accounts
JOB GRADE:	FMG/PA 4
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Management Accounts
REPORTS TO:	Principal Finance Officer
MANAGES :	Senior Management Account (Recurrent) Management Accountant (Capital) Senior Commitment Control Officer Commitment Control Officers x 2 Senior Secretary

Strategic Objectives of the Financial Management 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 Principal Financial Officer (PFO), the Director – Management Accounts is responsible for the formulation and preparation of the Ministry's budget for Central Ministry, the Regions, Agencies and Schools, in support of its strategic priorities. Managing the cash flow, conducting financial analysis to provide valuable input for decision making and participating in the implementation and maintenance of appropriate financial and accounting systems, internal controls, policies and procedures in accordance with the Financial Administration and Audit (FAA) Act and Regulations issued by the Ministry of Finance & the Public Service (MoF&PS).

Key Outputs:

- Annual Operational & Work Plan prepared
- Annual Budget prepared
- Budgets call issued to Divisions, Regions, Schools & Agencies
- Divisions, Educational Institutions & Agencies budgets reviewed and consolidated
- Annual Budgets submitted to the Ministry of Finance & the Public Service
- Supplementary budgets prepared
- Approved budgets uploaded and allocated
- Responses to Audit queries provided
- Expenditure classified and budgets aligned
- Cash flow managed
- Financial analyses reports prepared and submitted
- Warrants and commitments authorized
- Performance Appraisal conducted

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Issues Budgets call to Divisions, Regions, Schools & Agencies;
- Collaborates with the Strategic & Business Planning Unit in ensuring that the Ministry's budget is aligned with the strategic & business plans;
- Directs and coordinates the internal alignment of the different operations of the budgets, across the Ministry, in order to prepare the annual & medium- term estimates to ensure funding is available as required;
- Directs and coordinates expenditure to ensure adherence to the approved budgets (Recurrent, Capital & Schools) by all the Divisions, Regions, Schools & Agencies ;
- Prepares the Ministry's Supplementary budgets for submission to the MoF&PS;
- Directs and manages the preparation of, and consolidates the Budgets in accordance with the technical requirements;
- Ensures that procedures and policy manuals are in place and adhered to by staff;
- Develops risk mitigation strategies to minimize possible compromise of operations;
- Analyses, interprets and prepares financial reports from the Divisions, Regions, Schools & Agencies as input to strategic decision;
- Directs and coordinates the establishment and maintenance of a proper records management system;
- Prepares and submits all the required statements and reports to the MoF&PS;
- Collaborates in the justification of the Ministry's budgets, including Departments, Institutions & Agencies to the MoF&PS;
- Ensures the allocation of approved budget to Divisions, Departments, Institutions & Agencies;
- Manages the alignment process between procurement requirements and the approved budgets;
- Manages the preparation and submission of relevant cash flow requisitions to the MoF&PS;

- Directs and controls the implementation and enforcement of internal controls in accordance with Financial Administration and Audit (FAA) Act and International Accounting Standards;
- Directs and coordinates the uploading of the budgets to the FinMan System;
- Authorizes warrants and commitments on the FinMan System;
- Provides technical support to the Divisions, Departments, Institutions & Agencies in the preparation of their budgets;
- Conducts quarterly reviews of expenditure of the budgets with Divisions, Departments, Institutions & Agencies to ensure alignment with established priorities;
- Authorizes the requests from the Divisions, Departments, Institutions & Agencies for amendments to banking information;
- Reviews and monitors the operations to ensure adherence to the operational policies and processed.

Management and Administrative Duties:

- Develops and implements the Annual Budget, Operational & Work Plans for the Management Accounts Branch and monitors the allocation and expenditure of funds;
- Ensures staff are aware of and adhere to the policies, procedures and regulations of the Ministry of Education, Youth & Information and of the Public Service;
- Develops and maintains effective, co-operative working relationships within and outside the Branch;
- Ensures that staff is effectively deployed within the Branch;
- Ensures appropriate procedures are in place to guide the operations;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Provides guidance and support to staff through coaching, mentoring and training;
- Identifies the appropriate resources for staff to execute their duties efficiently and effectively;
- Coordinates and manages the development, implementation and review of Divisional Plans and Programmes, inclusive of objectives, strategies, policies, procedures, measures and standards;
- Establishes and ensure a database of management/administrative related information, electronic and paper, in accordance with established policies and regulatory guidelines, to facilitate the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail is maintained;
- Represents the Ministry at meetings and conferences locally and internationally;
- Conducts staff performance appraisals within the stipulated time frame;
- Prepares reports and other documents;
- Performs other related duties as assigned.

Human Resource Management Responsibilities:

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;

- Monitors the routine operations of the Branch and oversees and participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Branch;
- Conducts performance appraisal of staff as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promote collaborative working across Divisions/Units;
- Ensures that training and other developmental needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts staff meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Branch;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

Performance Standards:

- Budget call issued to Divisions, Departments, Institutions & Agencies in the agreed timelines;
- Budgets accurately prepared according to the Ministry’s guidelines and submitted by the stipulated time;
- The cash flow closely monitored in keeping with approved allocations;
- All expenditure activities correctly classified under the relevant object heading;
- Effective and efficient risk mitigation strategy developed and implemented for the Unit;
- In-depth analyses undertaken and recommendations provided in a timely manner;
- Accurate reports prepared in the stipulated format and submitted by the due date;
- Human resource policies and procedures administered equitably and without discrimination;
- The warrants and commitments accurately prepared and authorized;
- Accurate reports are prepared in the stipulated format and submitted by the due date;
- Performance appraisals of staff supervised completed accurately and submitted to the PMAS Unit within required time frame.

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Permanent Secretary	Provide and obtain information
Heads of Divisions/Departments	Provide and obtain information

HRM&A (CM & DSS)	Provide and obtain information
Educational Institutions	Provide and obtain information
Agencies	Provide and obtain information
Internal Auditors	Provide and obtain information

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

Contact (Title)	Purpose of Communication
MoF&PS	Provide and obtain information
Auditor General	Provide and obtain information
Accountant General	Provide and obtain information
NHT, NIS, TAJ	Provide and obtain information
eGov Services	Guidance on the Finman. & BizPay systems
Administrator General	Provide and obtain information
Financial Institutions	Provide and obtain information
External Auditors	Provide and obtain information

Required Competencies:

Core:

- Excellent analytical and judgment skills
- Excellent interpersonal,
- Sound written and oral communication skills
- Excellent time management skills
- Attention to detail
- Excellent ability to motivate and influence others
- Excellent decision-making & problem solving skills
- Strong organizing skills

Technical:

- Knowledge of procurement guidelines
- Excellent knowledge of Government of Jamaica's accounting and financial principles, procedures and standards
- Excellent knowledge of the Financial Administration and Audit (FAA) Act as well as other financial regulations and guidelines
- Excellent knowledge of the operation, policies and guideline of the Ministry of Education, Youth and Information
- Knowledge of management principles and practices
- Proficiency with relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan)

Minimum Required Education And Experience

- Masters' Degree in Accounting or Management Studies with a major in Accounting with at least five (5) years' experience in Finance or Accounts at a supervisory level

OR

- Bachelor's Degree in Accounts or Management Studies with a major in Accounting seven (7) years' experience in Finance or Accounts at a supervisory level

OR

- Successful completion of the Government Accounting programme with other relevant Financial courses with at least ten (10) years' experience in Finance or Accounts at a supervisory level
- Training in Supervisory Management would be an asset

Authority To:

- Approve payments within prescribed limits
- Authorize warrants and commitments on FinMan System
- Approve preliminary budgets
- Access to confidential information
- Authorize commitment on FinMan System
- Recommend disciplinary actions
- Recommend vacation leave
- Approve departmental and sick leaves

Specific Conditions Associated with the Job:

- Normal office environment
- Required to possess a reliable Motor Vehicle and a valid Driver's License
- Required to work beyond normal working hours
- Required to travel island-wide