



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

<b>JOB TITLE:</b>	Director – Projects Accounts
<b>JOB GRADE:</b>	FMG/PA 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH:</b>	Projects Accounts
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	Senior Project Accounting Officer x 2 Secretary 2

**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 Finance Officer (PFO), the Director – Projects Accounts is responsible for directing and managing the financial activities relating to all projects and monitors the work of the Project Accounts staff, ensuring that all funds expended are paid in accordance with the Financial Administration and Audit (FAA) Act and budgetary allocation; developing and maintaining internal controls policies and procedures as well as guiding the maintenance of accurate accounting records for the Ministry.

**Key Outputs:**

- Annual Operational & Work Plan prepared
- Annual Budget prepared

- Capital A & B project payments managed
- Monthly cash flow prepared
- Warrants allocated
- Financial statements prepared
- Special Projects accounts managed
- Bank reconciliation & accounting statements maintained
- Monthly reports prepared
- Issues of irregularities identified & changes recommended
- Cash flow requisitions prepared
- Proper records management system established/maintained
- Contractors paid
- Accounting records maintained
- Performance appraisals conducted/submitted

**Key Responsibility Areas:**

**Technical /Professional Responsibilities:**

- Manages deposits and special accounts for projects by coordinating all elements of the budgets for Capital A and B Projects and submits them to the Principal Finance Officer,
- Authorizes Journals for the budget;
- Prepares monthly cash flow according to budgetary allocation and request made during the year;
- Manages & authorizes Journals to bring warrant received to account;
- Manages & authorizes Journals to bring cash under the warrant to account when it is deposited to the relevant account;
- Inspects contract Vouchers and invoices for payments;
- Manages expenditures to ensure adherence to the approved Capital A & B budgets;
- Oversees the establishment and maintenance of a proper records management system;
- Analyses, interprets and prepares financial reports to guide decision making;
- Ensures relevant cash flow requisitions are prepared;
- Manages the preparation of Commitment & Payment Vouchers and keys data onto the Fin Man System;
- Authorizes electronic cheques to be drawn;
- Implements and enforces controls and checks & balances in accordance with the Financial Administration and Audit (FAA) Act ;
- Coordinates the compilation of monthly statements of receipts and expenditure for submission to the Principal Finance Officer and other stakeholders;
- Responds to audit queries;
- Governs the preparation of letters and lists of Levy payments for transmission to the Tax Office;
- Directs investigations into any reported irregularities, takes corrective actions, where necessary and institutes precautionary measures to minimize any re-occurrence;
- Ensures all accounting records are maintained and securely stored;
- Oversees manual preparation of cheques for payments of all projects;
- Authorizes payments and signs cheques;

- Oversees the payment of projects under Capital A & B projects;
- Manages the preparation of bank reconciliation and Cash Books for all off-budget projects;
- Oversees arrangements with the banks for all projects;
- Safeguards cheques for projects with individual bank accounts ;
- Prepares monthly financial reports for Capital A & B projects.

### **Management and Administrative:**

- Develops and implements the Budget, Operational & Work Plans for the Projects Accounts Branch;
- Provides guidance to staff through coaching, mentoring and training and by providing assistance and support as needed;
- Manages and coordinates the day-to-day activities of subordinates in areas of responsibility;
- Prepares and submits reports on areas of responsibility;
- Directs the implementation of established processes, systems and controls within the Branch to achieve its objectives and targets;
- Develops and manages the Branch's budget;
- 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, conferences and other foray;
- Prepares monthly and other management reports as required;
- Performs other related duties assigned by the Principal Finance Officer.

### **HR 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 development needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the section 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:**

- All cheques are signed within a day of receipt;
- Payments are prepared and made within five days of receipt of documents;
- Project payments are authorized within 24 hours of receipt;
- Requested statements are accurately prepared and submitted within three days;
- Annual cash flow prepared and submitted to the Principal Financial Officer within a week;
- Warrant allocation prepared and transmitted to Final Accounts within two days;
- Annual appropriation examined, verified and submitted by the stipulated time;
- Special project reports prepared according to agreed format and within agreed timeframe;
- Appropriate controls are developed, enforced and maintained;
- Comprehensive accounting records established and maintained in accordance with approved standards;
- Accurate Financial Statements are prepared and submitted by the due date;
- Accounting reconciliation and analysis are done in accordance with the guidelines;
- Response to audit queries are prepared and submitted within the required timeframe;
- Accurate, comprehensive reports are prepared in the required format and submitted by the stipulated time;
- All expenditure activities correctly classified & cash flows closely monitored in keeping with approved allocations;
- Performance Appraisals are completed and submitted to the PMAS Unit by the due date.

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

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director of Project Management	Provide information and receive directive
Project Managers	Provide and receive information
Technical Services Director	Provide and receive information
Director Accounts	Collaboration
Project Accountants	Consultation
Human Resource Management & Administration	Provide and receive information
Educational Institutions	Provide and receive information
Agencies	Provide and receive information
Internal Auditors	Provide and obtain information

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Commercial Banks	To provide and receive information
Ministry of Finance & the Public Service	To provide and receive information on projects
Auditor General	Provide and receive information
Accountant General Department	Provide and receive information

**Required Competencies:**

**Core:**

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

**Technical:**

- Knowledge of procurement guidelines
- Excellent knowledge of Government of Jamaica's accounting and financial principles, procedures and standards and Staff Orders
- 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

**Minimum Required Education and Experience:**

- Masters' Degree in Accounting or Management Studies with Accounting concentration with at least five (5) years' experience in Project Accounting at a supervisory level
- OR**
- B.Sc. Degree in Accounting or Management Studies with Accounting concentration with at least seven (7) years' experience in Project Accounting at a supervisory level
- OR**
- Successful completion of the Government Accounting programme with other relevant Financial courses with at least ten (10) years' experience
  - Training in Project Management would be an asset

**Authority To:**

- Authorize Journals
- Sign cheques within stipulated limits
- Authorize payments up to stipulated limit
- Order, safeguard and distribute cheques
- Access Ministry's accounts
- Recommend disciplinary actions
- Recommend vacation
- Approve departmental and sick leaves

**Specific Conditions Associated with the Job:**

- Required to possess a reliable Motor Vehicle and a valid Driver's License
- Required to work beyond normal office hours
- Required to travel to external entities at times