



**INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Senior Management Accountant (recurrent)
JOB GRADE:	FMG/PA 3
POST NUMBER:	6428
DIVISION:	Financial Management Services
BRANCH:	Management Accounting
REPORTS TO:	Director, Management Accounting
MANAGES:	Management Accountant (Recurrent) Management Accountant (Schools)

Strategic Objectives of the Financial Management Services Division:

The Financial Management 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, Management Accounting Branch, the Senior Management Accountant (Recurrent) is responsible for implementing, managing and monitoring the Recurrent Budget and Estimates of Expenditure, the annual cash flow and the monthly budgetary allocations for all the Educational Institutions, Agencies and Divisions in alignment with the Ministry's Corporate and Annual Operational Plans. The incumbent is also responsible for ensuring that the operations are in accordance with relevant policies, guidelines and regulations.

Key Outputs:

- Annual Budget, Work and Operational Plans prepared

- Recurrent Budget managed
- Expenditure items managed
- Cash flow projections prepared
- Monthly Subventions verified
- Warrant managed
- Project documents and payments managed
- Management & other reports prepared
- Audit Queries addressed
- Performance Appraisals conducted

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Analyzes and verifies recurrent budgets submitted by Educational Institution, Agencies and Divisions of the Ministry to ensure accuracy and conformity to approved limits;
- Analyses and collates financial reports to support policy decisions;
- Develops and manages cash flow projections for the Educational Institutions, Agencies and various Divisions to ensure adherence to the operational policies and procedures;
- Develops risk mitigation strategies for the Institutions, Agencies and Divisions to minimize possible compromise of the operation;
- Manages and verifies estimate of expenditure for each Institution, Agency and Division;
- Manages the uploading and distribution of cheques to ensure accountability and integrity;
- Directs and coordinates the different Institutions, Agencies and Divisions operations budgets to ensure accountability and suitability;
- Examines and verifies Journals and monthly payable listings for Institutions, Agencies and Divisions;
- Reviews and authorizes adjustment to bank accounts for all the entities which fall under the Ministry, for submission to the Ministry of Finance and the Public Service (MoF&PS);
- Analyses and verifies monthly warrant allocation for Divisions, Agencies and Educational Institutions that fall under the Ministry's portfolio;
- Manages the processing of project documents to ensure accountability and appropriateness in accordance to relevant guidelines and regulations;
- Manages and coordinates the preparation and submission of monthly income and education tax obligations;
- Reviews and verifies monthly subvention requests for submission to Account General Department.

Management and Administrative Duties:

- Prepares and implements the Annual Budget, Operational & Work Plans for the Management Accounting Section and monitors the allocation and expenditure of funds;
- Ensures direct reports are aware of and adhere to the policies, procedures and regulations of the Ministry of Education, Youth and Information (MoEY&I);
- Develops and maintains effective, co-operative working relationships within and outside the Section;

- Identifies the appropriate resources for staff to execute their duties efficiently and effectively;
- Prepares and submits statements and reports;
- Assists in identifying training and development programmes and makes recommendations for staff's participation;
- Participates in the recruitment, training, and disciplining of staff in the Section;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Responds to Audit queries in relation to the Section's operations.

HR Responsibilities:

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Identifies the developmental and welfare needs of staff in the Section;
- Conducts performance appraisal of staff as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promote collaborative working across Section;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Recommends vacation leave and approves sick and departmental leave for staff in the Section 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:

- Annual Budget, Work and Operational Plans prepared and submitted in a timely manner and according to guidelines;
- Comprehensive perusal of documents conducted and verified timely and in accordance to financial guidelines;
- Cash flows closely monitored in keeping with approved allocations;
- Drawn cheques are keenly monitored and accounted for;
- All expenditure activities properly examined and classified under the relevant object heading;
- Effective and efficient risk mitigation strategy developed and implemented for the Section;
- Accurate reports and statements prepared in the stipulated format and submitted by the due date;
- Recruitment and selection process is undertaken in accordance with established policies and guidelines and is conducted in a timely and professional manner
- Training and development needs of staff supervised are identified and acted upon;
- Staff supervised exhibits satisfactory levels of morale, motivation and productivity;

- Performance objectives for all staff are established; appraisal is conducted in a timely manner and is consistent with the objectives of PMAS.

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

Within the Ministry

Contact (Title)	Purpose of Communication
Principal Finance Officer	Receive directive and provide information
Permanent Secretary	Provide and obtain information
HRM&A	Provide and obtain information
Project Managers	Provide and receive information
Technical Services Director	Provide and receive information
Director Accounts	Collaboration
Educational Institutions	Provide and obtain information
Regional Offices	Provide and obtain information
Agencies	Provide and obtain information
Internal Auditors	Provide and obtain information

Contacts external to the organization 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
Administrator General	Provide and obtain information
Financial Institutions	To provide and receive 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:

- 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
- Knowledge of procurement 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:

- Bachelor's Degree in Accounts or Management Studies with a major in Accounting with at least seven (7) years' experience in Finance or Accounts with at least three (3) year at a supervisory level

OR

- Government Accounting 3 with at least five (5) years' experience in Accounts with at least two (2) years at a supervisory level
- Training in Supervisory Management would be an asset

Authority To:

- Defends the Ministry's budget (schools & recurrent)
- Sign cheques
- Order and safeguard cheques
- Verify and signs warrant and journals
- Approve payments within prescribed limits
- Access to confidential information
- Recommend disciplinary actions
- Recommend vacation leave
- Approve sick and departmental leaves

Special 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

