

OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm

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CIRCULAR NO. 56

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Permanent Secretaries and Heads of Departments are asked to invite applications from suitably qualified officers in their Ministries/Departments to fill the post of **Principal Finance Officer (FMG/PA 5)** in the **Ministry of Transport and Works**, salary range \$3,173,558 – 3,772,364 a year.

Job Summary

Under the general supervision of the Permanent Secretary, the incumbent will be responsible for managing the Ministry's accounting and financial functions. The incumbent will also be responsible for planning and ensuring prudent administration of the Ministry's financial resources to support the achievement of its strategic objectives, including oversight of the financial functions and performance of the Departments and Agencies within the Ministry's portfolio.

Main Responsibilities include:

- Designing and implementing an effective mechanism for containing expenditure within the warrant limits.
- Ensuring and maintaining the collection, accounting and prompt remittances to the Accountant General.
- Ensuring the development and implementation of proper accounting systems to support the externally funded projects managed by the Ministry and maintaining adherence to financial reporting requirements of funding agencies and other project partners
- Providing technical advice to the Permanent Secretary, Heads of Units, Departments, Agencies and other relevant personnel on planning, finance and accounts matters.

Required Competencies include:

- Strong leadership skills
- Ability to think strategically
- Excellent interpersonal and communication skills (both oral and written)
- Up-to-date knowledge of professional accounting practices and procedures
- Strong experience/knowledge of public sector financial management and accounting
- Ability to analyze and interpret financial data for decision making
- Excellent knowledge of all relevant accounting packages, the FAA Act and its Regulations and Instructions.

Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognised University eg. UTECH, UWI; or
- ACCA Level 2; or
- A.Sc. - Accounting, MIND, along with the completion of the revised Certificate in Government Accounting Course.

Further details of the post may be obtained from the Senior Director, Human Resource Management and Administration, Ministry of Transport and Works.


Application accompanied by resumé should be submitted **no later than the 23rd April, 2010** to:

Senior Director, Human Resource Management and Administration
Ministry of Transport and Works
138h Maxfield Avenue
Kingston 10

Please note that responses will be sent to short-listed applicants only.

A copy of this circular should be placed at a strategic position on the **Notice Board** of your Ministry/Department.

Please ensure that this circular is brought to the attention of all eligible officers.



Y. M. Gordon (Mrs.)
for Chief Personnel Officer