



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

DIRECTOR, MANAGEMENT ACCOUNTS (FMG/PA 4) PLANNING AND FINANCE BRANCH

SALARY SCALE: \$3,032,763.00 – \$3,605,002.00

TRAVELLING ALLOWANCE: \$ 1,697,148.00 PER ANNUM WITH MOTOR VEHICLE;

\$ 678,864.00 PER ANNUM WITHOUT MOTOR VEHICLE:

JOB PURPOSE:

The incumbent is responsible for managing the preparation of operational and capital budgets for the Ministry and its Department in accordance with the Corporate Plans, principles, procedures and Budgetary guidelines prescribed by Ministry of Finance and the Public Service and the Ministry of National Security agreed priorities.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Ensures that the budget section achieves the section's objective
- Implements organizational systems to facilitate the operation of an effective cash management system.
- Prepares and issues instruction and deadlines to Managers for the preparation and submission of budget proposals
- Submits to the Ministry of Finance draft budgets in respect of the Ministry its Departments and Agencies
- Prepares and issues instructions and deadlines to programme managers for the preparation and submission of their budget proposals.
- Prepares monthly expenditure reports for all programme managers
- Obtains quarterly or monthly progress reports on physical performance from Programme Managers, Departments and Agencies
- Establishes and operates an effective budgeting and cash management system so as to ensure that limited resources are allocated to its priorities and that expenditure is kept within the limits of the warrants and budgetary allocations
- Consults with managers to ensure that budget adjustments are made in accordance with program changes
- Analyzes and evaluates quarterly and monthly reports in conjunction with the corporate planning unit by matching performance against the Corporate Plan and where necessary makes recommendations for virements.
- Reviews and submits Work Plans for direct reports to HR
- In consultation with the Principal Finance Officer and the Senior Management Team of the Ministry rationalizes and prioritizes programmes and activities to match expenditure ceiling given by the Ministry of Finance and the Public Service
- Analyzes miscellaneous Revenues and any other non-tax revenue estimates under the purview of the Ministry to ensure that they reflect maximum efforts towards revenue mobilization
- Analyzes budgetary information and prepares five (5) year Revenue and Expenditure projections
- Reviews and analyzes budget proposals submitted by Managers in MNS, Departments and Agencies in respect to the Ministry's Capital and Recurrent Heads and programmes to ensure that they are realistic estimates.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations and established policies
- Summarize budgets and submit recommendations for the approval
- Consult with managers to ensure that budget adjustments are made in accordance with program
- Monitors cheque inventory to ensure that reorder level is manageable
- Allocates funds to Departments and Agencies
- Reviews on an ongoing basis all bank accounts to ensure that there are no idle cash balances and submits monthly report on cash balances to Principal Finance Officer
- Ensures that the commitment control system is operating efficiently and effectively
- Ensures that budget estimates are reasonable and adequate
- Assists Senior Management Team in MNS to allocate funds in accordance with warrant ceiling and submit allocation ceiling for programmes and activities consistent with funds allocated and established priorities
- Scrutinizes cash flow requests from programme managers and ensures that they are in conformity with the agreed priorities and in consonance with the trend in fund availability.

- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that there are high standards of performance, value for money achieved in the management of public finances and that projects are completed on time and within budget
- Submits cash flow and wage bill to the Ministry of Finance and the Public Service
- Assists Senior Management Team to set expenditure ceiling for programmes (projects) activities consistent with funds allocated and established priorities.
- Performs other related functions assigned from time to time by the Director of Finance and Accounts

MINIMUM QUALIFICATION AND EXPERIENCE:

- First degree in Finance/Accounting/Economics or completion of ACCA level 2 **OR**
- Diploma in Accounting from a recognized University
- Four (4) years Accounting experience in accounting or budgeting at a Supervisory level preferably in the public sector
- Three (3) years professional experience in budgeting, accounting or financial related field

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Sound knowledge of Government Accounting standards, procedures., regulations and financial reporting practices
- Sound knowledge of Budget and Commitment procedures.
- Ability to respond flexibly and positively in all circumstances, and to work calmly under pressure.
- Excellent numerical, analytical, and problem-solving skills.
- Attention to detail with a high degree of accuracy.
- Ability to exercise good judgment and discretion, especially with regards to sensitive or confidential personnel or organizational matters.
- Excellent computer skills and experience using spreadsheet, charting, and other software tools, such as Microsoft Word, Excel, PowerPoint, and Outlook.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, April 30, 2021** to the: -

Director, Human Resource Management & Administration
Human Resource Management & Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: DIRECTOR, MANAGEMENT ACCOUNTS (FMG/PA 4)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted