



Ministry of National Security

CAREER OPPORTUNITY

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

MANAGER, DEPOSITS, INVESTMENTS, REVENUES (FMG/PA 2) – VACANT PLANNING AND FINANCE BRANCH

SALARY SCALE: \$2,104,355.00– \$2,501,416.00

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

JOB PURPOSE:

The incumbent is responsible for managing the distribution and disbursement of revenues and deposits of the Ministry of National Security.

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

KEY RESPONSIBILITIES:

- Projects revenues and expenditures; reviews and evaluate budget requests; generates ideas to improve programs, identifies overruns and balances in the budget;
- Provides Variance reports to ascertain budgetary deviations and analyzes and recommends new budgetary procedures
- Performs year-end reconciliations and makes necessary adjustment
- Performs site visits to Ministry units to determine their needs in terms of support
- Prepares spreadsheets and Journal Vouchers for all levels of transaction on a monthly basis
- Liaises with Corporate Planning Unit when necessary to order to facilitate and support financial planning aspects of the Budget;
- Collates information for the development of an output-based budgeting system in line with Ministry strategic plans and reorganization and wider governmental strategies
- Inputs data for the development and establishment of processes, system and controls within the unit to enable achievement of the units' objectives
- Liaises with Director of Budget, Principal Financial Officer and Cashier Supervisor to verify and clarify the revenue reports
- Provides information on account balances for the preparation of Warrants, Commitments, Payment and Final Accounts
- Prepares and submits to Director of Management Accounts budgetary control reports on on-going contracts and projects
- Identifies the rotation of funds in the Ministry's bank accounts
- Allocates warrant to support statutory deductions on behalf of the Ministry.
- Prepares and post Journal Vouchers for warrants issued and lodgments made
- Prepares payments vouchers for Ministry's bills and submit to the Payment Unit
- Liaises with banks regarding exchanges rates for investments on behalf of MNS to maintain such investments
- Assists with the preparation of the Ministry's expenditure and revenue budgets
- Provides day to day support to the Director of Management Accounts in the development and continual performance improvement of the unit
- Reviews, assesses and advises on the adequacy of business and financial controls for revenue systems
- Ensures controls are in place to adequately safeguard Ministry's revenues
- Liaises with the Ministry's Agency in relation to monthly transaction reports to ensure the timeliness of these accounts
- Monitors bank balances to ensure compliance with budgetary limits
- Ensures the timely payment of cheques to customers
- Advises of anticipated unused budget provisions and allocations, and suggests the best utilization for the carry forward balances
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Compiles and submits salary budget to Director of Accounts
- Manages investments made on behalf of the Ministry and its Agency
- Investigates investments trends and advice the Principal Financial Officer accordingly
- Collects Foreign Exchange from Bank on behalf of MNS
- Commits funds for payment of various programmes of MNS account

- Prepares budget revisions according to Ministry of Finance and Public Services guidelines and expenditure patterns, including annual and multi-year commitments
- Compiles and prepares spreadsheets, reports and analyses for the Ministry's Agency

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelors' Degree in Accounting or Management Studies with Accounting from a recognized University e.g. UTECH, UWI **or**;
- ACCA Level II **or**;
- ASc.-Accounting, MIND along with the completion of the Diploma in Government Accounting
- A minimum of five (5) years experience in the budgeting and financial analysis field,

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Sound knowledge of Government Accounting standards, procedures, regulations and financial reporting practices
- 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.
- Sound Problem Solving skills and tenacity
- Supervisory Management skills
- Knowledge of Payroll Rules and Regulations
- Knowledge of FAA Act, Staff Orders and Accounting Software e.g. Bitz Pay Software

Interested persons should forward their applications and résumés **NO LATER THAN Friday, January 21, 2022** 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: Manager, Deposits, Investments, Revenues (FMG/PA 2)

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