



# Ministry of National Security

## CAREER OPPORTUNITY

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

### **PRINCIPAL FINANCE OFFICER (FMG/PA 5) - (NOT VACANT)**

#### **PLANNING & FINANCE DIVISION**

**SALARY SCALE: \$7,344,688.00 – \$9,877,789.00 P.A.**

#### **JOB PURPOSE:**

The incumbent is responsible for managing the Ministry's Accounting and Financial functions and ensures prudent administration of the financial resources to support the achievement of the Ministry strategic objectives including oversight of the financial functions and performance of the Departments and Agencies within the ministry's portfolio.

#### **KEY RESPONSIBILITIES:**

- Oversees the preparation and implementation of the Ministry's annual budget, ensuring its alignment with the Strategic and Operation Plans and the monitoring of the progress of finance both internally and externally;
- Manages the development of the Planning and Finance Division's Operational Plan and Budget;
- Allocates in conjunction with the Senior Management Team the monthly and quarterly Warrants in accordance with agreed priorities;
- Designs and implements an effective mechanism for containing expenditure within the warrant limits;
- Establishes and operates a budgetary implementation system, including the regularity and propriety of all expenditure incurred;
- Ensures the maintenance of proper records of the Ministry's financial affairs, the preparation of monthly accounts, and annual appropriation accounts;
- Ensures and maintains the collection, Accounting and prompt remittance to the Accountant General;
- Develops and implements a system for the demand, collection and prompt remittance of all revenues into the Consolidated Fund;
- Ensures the development and implementation of proper accounting systems to support externally funded projects managed by the Ministry and maintain adherence to financial reporting requirements of funding agencies and other project partners;
- Ensures the implementation and adherence to Accounting policies and procedures as provided by the FAA Act, Ministry of Finance and generally accepted accounting practices;
- Monitors the use of the financial resources entrusted to the Ministry, its Departments and Agencies and administers the financial programmes of all departments;
- Establishes a reporting mechanism that supports the timely and full reporting on all financial matters from departments/divisions and other units within the Ministry's portfolio;
- Prepares and submits performance reports and other financial reports required by laws and regulations and ensures timely submission of all financial documents/information from divisions;
- Ensures the maintenance of proper accounting and financial records of the Ministry and its portfolio agencies/departments;
- Periodically reviews the financial and accounting reports and audited statements of portfolio agencies/departments and provides feedback to the Permanent Secretary with recommendations for corrective measures where necessary;
- Oversees and ensures the implementation of recommendations made by the internal and external auditors and the successful resolution of audit queries;
- Participates and leads in the development and implementation of the strategic, Operational and Medium term Financial Plans within the framework agreed by the Senior Management Team;
- Participates in the development and implementation of the strategic direction of the Ministry;

- Provides technical advice to the Permanent Secretary, all Heads of divisions, Departments, Agencies and other relevant personnel on Finance and Accounts matters;

**REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Excellent knowledge of budgetary systems and procedures, especially the laws regulating principles and practices relating to Public Sector budget preparation and administration
- Excellent knowledge of all relevant accounting packages, the FAA Act and its Regulations and Instructions
- Excellent knowledge of Government Accounting
- Knowledge of the FAA Act and Regulations
- Knowledge of the GOJ Procurement Guidelines
- Proficiency in Report Writing
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- BSc degree in Accounting, Public or Business Administration or Management Studies or a BBA Degree from a recognized institution or;
- Post Graduate Degree in Accounting/Financial Accounting or;
- Practicing Chartered Accountant and a Member of a designated professional accounting Body or ACCA Level 2 or 3 or;
- ASc. Degree in Accounting, MIND, along with the Diploma in Government Accounting

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Typical office environment, no adverse working condition
- May be required to travel overseas

Interested persons should forward their applications and résumés **NO LATER Friday, December 16, 2022** to the: -

Director, Human Resource Management & Administration  
Human Resource Management & Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Principal Finance Officer (FMG/PA 5)**

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