



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Final Accounts and Reporting
JOB GRADE:	FMG/PA 3 (Proposed)
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Final Accounts & Reporting Branch
SECTION/UNIT:	
REPORTS TO:	Principal Finance Officer
MANAGES:	1 Senior Final Accounts Officer 2 Final Accounts Officer 1 Assistant Final Accounts Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Principal Financial Officer (PFO), the Director, Final Accounts and Reporting has the overall responsibility for the preparation of the accounts of the Ministry and all its departments on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary

The Director is also responsible for the supervision of the Final Accounts Unit ensuring that the unit's objectives are achieved.

2. KEY OUTPUTS (Results, Deliverables)

- Targets established;
- Work scheduled developed and monitored;
- Accounts prepared;
- Financial Statements monitored, reviewed and signed;
- Response to queries provided;
- Management reports prepared;
- Technical advice provided;
- Staff needs identified and addressed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development and preparation of the Strategic, Operational Plans for the Division;
- Contributes to the development of the annual Work Plans for the Unit;
- Prepares the Monitoring and Evaluation section of the Quarterly and Annual

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

Performance Status Reports by compiling, presenting and ensuring the quality and consistency of data presented in said report;

- Establishing targets and setting assignments;
- Prepares management report on activities undertaken at required intervals.
- Briefs the Principal Finance Officer (PFO) about work performed and emerging issues on a weekly basis;
- Develops and monitors work schedule ensuring the effective utilization of staff in accomplishing the Units objective;
- Periodically report to the Principal Financial Officer (PFO) on the status of the monthly and annual accounts and submitting a work plan to clear any accounting arrears;
- Provides technical advice on Final Accounts preparation to the Permanent Secretary (PS).

B.) Technical/Professional Responsibilities;

- Authorises journals;
- Ensures that the accounts are prepared according to the requisite accounting standards and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards;
- Monitors Financial Statements on a regular basis to ensure accuracy;
- Reviews and signs Financial Statements for submission to the Ministry of Finance and the Public Service and the Auditor General's Department;
- Prepares Financial Statements as requested by the Ministry of Finance and the Public Service, Auditor General's Department and Agencies/Department falling under the Ministry of Health;

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

- Ensures that the Annual Appropriation Accounts for the Ministry and its Departments are prepared and submitted to the relevant authorities on the due date,
- Develops and directs the maintenance of systems, procedures and records necessary for ensuring integrity of financial transaction, accounts and statements;
- Advises on financial administration, management and cash management issues;
- Deals with or takes action to ensure that all correspondence and matters of accounting nature are dealt with promptly;
- Liaises with the relevant officers of the Ministry of Finance and the Public Service on the interpretation and application of financial and accounting regulation procedures;
- Analyses on an ongoing basis the trend of the actual expenditure against the approved Budget and Warrant Releases;
- Responds to queries and provides information relating to Financial Statements.

C.) Human Resource Responsibilities

- Supervises staff in the Final Accounts Unit;
- Manages the welfare and development of staff through the Performance Appraisal System;
- Provides effective leadership to staff through objective setting, delegating and communicating;
- Identifies training/development needs of staff and makes recommendations as required;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

collaborative working across the Unit;

- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
-
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Unit;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommend vacation leave and approves departmental and sick leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings.

D.) Other Responsibilities:

- Establishes and maintains effective working relationships with the Ministry's associated agencies and other affiliates;
- Performs other related duties that may from time to time be assigned by the Principal Finance Officer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Targets established in keeping with set standards and guidelines;
- Work scheduled developed and monitored;

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

January 27, 2017

- Accounts prepared in the appropriate format are true and fair and are prepared on a timely basis;
- Financial Statements monitored, reviewed and signed within agreed timeframe;
- Response to queries provided in timely manner;
- Technical advice provided are in keeping with the provisions of the FAA Act;
- Management reports prepared are accurate and produced in a timely manner;
- Staff needs identified and addressed in a timely manner;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive directives, information regarding portfolio, and provide feedback.
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Members of staff in the Unit/Division	Professional advice, , guidance, information regarding portfolio,
Related, Departments and Agencies	Request for Financial Statements

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio,

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

January 27, 2017

	submit reports
Auditor General 's Department	Collaborate on critical insight in respect to portfolio, submit reports

6. REQUIRED COMPETENCIES

Core

- **Core**
- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Sound analytical and judgment skills;
- Good problem solving skills;
- Excellent presentation, oral and written communication skills;
- Excellent leadership, teambuilding and interpersonal skills
- Excellent skills in teamwork and cooperation;
- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger.
- Ability to use various financial analysis methods and techniques;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's degree in Accounting or Management Studies with an Accounting major from a recognised institution;
- Plus successful completion of the relevant government accounting and computing courses plus two (2) years experience at the professional level;

OR

- ACCA Level 2 or CAT or AAT Certification (Final) or any equivalent accounting/management professional qualification plus at least two (2) years experience in Government Accounting.

OR

- Satisfaction of the Proficiency criteria.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.

9. AUTHORITY TO:

- Establish targets and set assignments;
- Monitor, review and sign Financial Statements;
- Respond to queries.

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

January 27, 2017

10. WORKING CONDITIONS

- Normal office conditions;

Director, Final Accounts and Reporting,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

January 27, 2017