



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Director, Financial Accounts</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Expenditure Control & Accounts Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	Manager Accounts Payable Manager Payroll Manager Disbursement

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

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## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Principal Finance Officer (PFO), the Director, Financial Accounts is responsible for managing the operations of the Accounts Payable and Payroll Branch, developing an integrated system of accounting within the Ministry, ensuring the implementation and maintenance of proper accounting systems and control in accordance with the FAA Act and other accounting regulations in support of the Ministry's mandate.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Policies and procedures documented;
- Accounting systems and controls implemented;
- Systems and procedures administered;
- Requests for payments assessed and recommendations made;
- Financial Statements, reports prepared and submitted;
- Advice on financial matters, Payables and Payroll provided;
- Payments and printing of cheques authorized;
- Applications for foreign travel reviewed and signed;
- GCT documents processed;
- Financial Statements and appropriation accounts prepared;
- Audit queries reviewed;
- Human Resource needs identified and addressed.

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### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities**

- Participates in the development and preparation of the Strategic, Operational Plans for the Division;
- Assists with the preparation of the Ministry's Annual and Supplementary Estimates of Expenditure;
- Participates in the preparation and review of budget, analyses performance against estimates;
- Prepares and submits financial and other reports as required, ensuring the provision of accurate and timely information for decision making;
- Provides technical advice concerning Payables and Payroll as required;
- Represent the Ministry of Health at meetings, seminars, conferences and other functions as directed.

#### **B.) Technical/Professional Responsibilities;**

- Prepares and maintains operations and procedures manual to guide the activities of the Branch and ensure effective internal controls;
- Assists with the review of accounting systems and makes recommendations for changes as required;
- Implements accounting systems and controls for the authorization and certification of expenditure;
- Assesses request for payments and takes decision as appropriate;
- Ensures that all accounting records are maintained in accordance with established procedures;
- Administers proper systems and procedures to accurately capture all accounts payable in the correct period to which they relate;

- Ensures timely settlement of Accounts Payable, Payroll and all, other payments and that such payments are made in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that unpaid bills and other financial commitments are kept to a minimum and that total expenditure is kept within the warrant and according to agreed priorities;
- Ensures smooth and efficient operations of the Payroll, Accounts Payable and disbursement systems resulting in the timely and accurate settlement of the liabilities of all Heads of Estimates;
- Ensures timely processing and payments of salaries-monthly and fortnightly;
- Ensures that all Statutory and other deductions are remitted in accordance with established procedures/guidelines and timeframe;
- Ensures that miscellaneous revenue is lodged in accordance with the Financial Instructions;
- Ensures that individual accounts are maintained for Recurrent, Capital A and B and Deposit Accounts and monitors the daily expenditure of each programme/activity/project or object/sub-object;
- Facilitates the opening of new Bank Accounts as required;
- Ensures that individual Bank Accounts for Recurrent, Deposit and Salaries are maintained;
- Authorizes payments and the printing of cheques on the Financial Management System (FinMan);
- Authorizes payments relating to National Commercial Bank (NCB), Bank of Nova Scotia (BNS) other banks salary uploads on supported platforms associated with Real Time Gross Settlement (RTGS) and Funds Direct;
- Reviews and signs applications for foreign travel;
- Ensures that balances in the account at the end of the Financial Year are lodged to the Consolidated Fund;

- Maintains contact with Accountant General's Department and the Ministry of Finance and the Public Service (MOFP) on matters relating to Central Treasury Management System (CTMS);
- Verifies relevant documents with respect to preparation of the Annual Appropriate Accounts;
- Signs monthly Financial Statements for all Heads of Estimates;
- Verifies entries made on Quarterly Contractor General's(QCA) Report;
- Monitors the flow of incoming and outgoing correspondence and refers to relevant persons for appropriate action;
- Processes General Consumption Tax (GCT) documents monthly to include:-
  - Upload to Tax Administration of Jamaica (TAJ), amounts withheld for Ministry of Health(Head Office);
  - GCT Payables to MOFP for all Heads of Estimates inclusive of Agencies;
- Codes all GCT related costs into activity and objects;
- Ensures that all bills, claims, vouchers, statements are properly checked for correctness, consistency, genuineness etc before authorization and submitting to AGD for processing via CTMS;
- Analyses expenditure patterns, budget projections and financial positions of the Ministry and provides explanation of variation;
- Prepares financial statements and appropriation accounts with respect to revenue and expenditure for submission to the Ministry of Finance and the Public Service and the Auditor General;
- Reviews audit queries, coordinates draft replies to the Auditor General's Department and ensures that agreed recommendations relating to expenditure control are implemented.

### **C.) Human Resource Responsibilities**

- Manages the welfare and development of staff supervised through the Performance Appraisal System;

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- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Branch;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommend 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:**

- 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)**

- Policies and procedures for the Branch are documented, current and in keeping with Government of Jamaica policies and the operational requirements of the Ministry;

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- Systems and control implemented and maintained in accordance with prescribed conditions of regularity, propriety and generally accepted accounting standards;
- Systems and procedures administered to accurately capture all accounts payable in the correct period to which they relate;
- Requests for payments assessed and recommendations made in a timely manner and in keeping with established procedures;
- Financial reports prepared and submitted are accurate, on time and provides adequate information to aid the decision making;
- Sound and prudent advice to improve the Ministry's operations is provided in keeping with established guidelines and regulations;
- Payment and printing of cheques authorized in a timely manner;
- Application for foreign travel appropriately reviewed and signed in accordance with established procedures and available funds;
- GCT documents processed in a timely manner;
- Financial Statements and appropriation accounts with respect to revenue and expenditure prepared in the appropriate format and within agreed deadlines;
- Audit queries are kept at a minimum, response made in a timely manner and recommendations implemented in accordance to established timeframe;
- Human resource 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
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Members of staff in the Branch	Collaborate, matters relating to payments and payroll.
Related, Departments and Agencies	Matters relating to payments and payroll

### 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, submit reports.
Accountant General's Department	Matter relating to Central Treasury Management System (CTMS)
Auditor General's Department	Submit Reports
Financial Institutions	Facilitate the opening of new accounts. Matters relating to salary uploads

## 6. REQUIRED COMPETENCIES

### Core

- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Sound analytical and problem solving skills;
- Excellent presentation, oral and written communication skills;
- Excellent leadership, teambuilding and interpersonal skills
- Good interpersonal skills

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- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to manage people of diverse skills, levels and organizational/corporate cultures;
- Ability to cope well 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 government accounting;
- Sound knowledge of the Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;
- Knowledge in operating GoJ Computerized Accounting System.
- Competence in the use of spreadsheets and various computerized accounting systems. including 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 and six (6) years experience at the Proficiency level;

OR

- Postgraduate qualifications in accounting or certificate as a Chartered Accountant with seven (7) years experience in the accounting field

OR

- Satisfaction of the Proficiency criteria.

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- Any equivalent combination of education and experience.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

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

**9. AUTHORITY TO:**

- Authorize payment and the printing of cheques;
- Signs cheques on Ministry's bank accounts;
- Authorize payment relating to NCB, BNS other banks salary upload and supported platforms associated with RTGS;

**10. WORKING CONDITIONS**

- Normal office conditions;