



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Finance III
JOB GRADE:	FMG/PA 3
DEPARTMENT:	Finance and Accounts
REPORTS TO:	Principal Finance Officer
MANAGES:	Director, Finance 1, Secretary

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To ensure that there is an effective and efficient system of accounting incorporating budgetary and internal controls, which promotes regularity and propriety of expenditure, as well as the due collection of revenue.

To be responsible for the overall management of the Accounts Section of the Finance and Accounts Division with the following objective:-

1. Timely and accurate preparation of salaries
2. Timely and accurate payments of bills, grants and other payments
3. Timely and accurate preparation of accounts and financial statements
4. Timely responses to audit queries and audit reports

KEY OUTPUTS

1. Expenditure kept within the warrant and according to agreed priorities
2. Financial and Accounting procedures and records of the Ministry maintained /operated in accordance with the financial regulations of the Government
3. Timely and accurate monthly financial statements and appropriation accounts submitted to the Auditor General Financial Secretary and Accountant General
4. Prompt and accurate payment of salary, statutory deductions and other approved deductions to the relevant persons and agencies in accordance with the Staff Orders and Financial Instructions
5. Timely responses to audit queries and reports

KEY RESPONSIBILITIES AREAS

Management/Administrative Responsibilities

1. Prepares Unit Work Plan and ensures that the policies and procedures are consistent with strategic objectives
2. Reviews continually with Heads of Section the performance of the Accounts Section in terms of the achievement of objectives and taking remedial action where necessary
3. Ensures that the Accounts Section's staff have sufficient and appropriate physical resources to enable them undertake their duties efficiently and effectively

4. Maintains effective working relationships with external and internal stakeholders and clients and ensures that the Accounts Section provides a high level of service to them

Professional/Technical Responsibilities

1. Ensures that monthly financial statements for the Ministry and its departments are prepared and submitted to the relevant authorities on the due date
2. Ensures that the Annual Appropriation Accounts for the Ministry and its Departments are prepared and submitted to the relevant authorities on the due date
3. Advises on financial administration, management and cash management issues.
4. Develops and directs the maintenance of systems, procedures and records necessary for ensuring integrity of financial transaction, accounts and statements.
5. Approves payment of bills.
6. Deals with or takes action to ensure that all correspondence and matters of accounting nature are dealt with promptly. Liaise with the relevant officers of the Ministry of Finance and Planning and Audit Department on the interpretation and application of financial and accounting regulation procedures.
7. Analyses on an ongoing basis the trend of the actual expenditure against the approved Budget and Warrant Releases.
8. Prepares detailed replies for the Permanent Secretary on audit queries and the Auditor general's Report, relating to the Accounts of the Ministry, its Departments and Statutory Bodies.

Human Resource Responsibility

1. Provides leadership to staff through effective objective setting, delegation and communication
2. Participates in the recruitment of the staff for the Division
3. Ensures that staff is aware of and adhere to the policies, procedures and regulation of the Division and the Ministry

4. Develops and manages the performance of the Accounts Section and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.

Other Responsibilities

Performs other related functions that may be assigned from time to time by the Principal Finance Officer

PERFORMANCE STANDARDS

1. All funds received properly recorded and lodgements made to the appropriate accounts
2. Monthly Financial Statements prepared and submitted by the 14th day of the following month
3. Annual Appropriation Accounts prepared and submitted by July 31st.
4. Response to Annual Auditor General’s report within stipulated timeframe
5. Response to audit queries within ninety –(90) days of receipt by finance division
6. Payment for goods and services effected within specified time, all cheques dispatched payments for salaries made in accordance with the established accounting cycles and all statutory and personal deductions paid over to the relevant authorities

REQUIRED COMPETENCIES AND SKILLS

Functional Competencies	Level
Excellent knowledge of Government and General Accounting	
Excellent knowledge of Public Sector Regulations	
Ability to cope well under pressured working conditions and to meet deadlines	
Use of Technology	

Core Competencies	Level
Excellent leadership skills	
Teamwork and cooperation	
Excellent analytical thinking	

Excellent planning and organizing skills	
Excellent oral communication skills	
Excellent written communication skills	
Problem solving and decision making skills	

MINIMUM REQUIRED QUALIFICATION AND EXXPERIENCE

- Bachelor’s degree in Accounting or Management Studies with Accounting from a recognized University e.g. UTECH, UWI; or
- ACCA Level 2; or
- A.Sc Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- Sign letters/documents on behalf of the Permanent Secretary and Principal Finance Officer
- Sign cheques of unlimited amount on the Ministry’s Bank Accounts
- Approve payments
- Approve salary processing