



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Senior Management Accountant</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Accounts Management Branch
<b>SECTION/UNIT:</b>	
<b>REPORTS TO:</b>	Director, Management Accounts
<b>MANAGES:</b>	2 Management Accountant

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 Director Management Accounts, the Senior Management Accountant assists in the preparation and collation of the Ministry's budget in accordance with the approved Corporate Plan and the guidelines prescribed by the Ministry of Finance and the Public Service (MOFP).

The incumbent also monitors the implementation of the budget.

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

- Draft Estimates of Expenditure prepared;
- Expenditure controlled within budgetary provision;
- Cash Flows reviewed;
- Supplementary Provision prepared;
- Monthly/Quarterly review of expenditure prepared;
- Ministry's performance monitored;
- Advice and assistance provided;

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

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

- Participates in the development and preparation of the Strategic, Operational Plans for the Division;
- Provides guidance where necessary to divisions/agencies in the preparation of the budget and the proper usage of the budget template;
- Provides advice/guidance to project/programme/managers in preparation of

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

cash flow requests to ensure that it accurately reflects level and timing of cash needs;

- Represents the Director, Management Accounts at meetings and other functions as directed;
- Attends budget meetings with portfolio ministry, MOFP and other officials;
- Attends Parliament for the presentation of the annual budget and supplementary estimates;
- Assists with the preparation of budget briefs for the Honourable Minister, Permanent Secretary, Principal Financial Officer (PFO) and the Ministry of Finance and the Public Service as requested for the Ministry's appearance before the Standing Finance Committee of Parliament.
- Prepares monthly management reports on activities undertaken.

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

- Prepares master draft of the annual and supplementary budgets for the Ministry of Health;
- Reviews annual budget prepared by respective stakeholders (Regional Directors, Chief Executive Officer UHWI and Programme Managers in Central Administration), to ensure conformity with the Ministry of Finance and the Public Service (MOFP) guidelines and budget requirements for their respective programmes and activities;
- Analyses budget requests from Divisions, Agencies in respect to programmes, ensuring they are supported by approved implementation plans, where applicable;
- Submits the consolidated draft budget estimates to the Director, Management Accounts;
- Makes adjustments to the budget after review by the Ministry of Finance and the Public Service and Senior Managers of the MOH;
- Advises stakeholders of their approved budget, when received from MOFP;
- Ensures the timely distribution of Estimates of Expenditure to Regional Directors, Chief Executive Officer UHWI and all other Programme Managers

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

within the Ministry of Health;

- Reviews annual and monthly cash flows and compare with approved Estimate of Expenditure and operational plan before submission to the MOFP;
- Examines monthly expenditure statements against warrants allocations to determine variance, if any, with warrants and approved budget and advises Director, Management Accounts and Principal Finance Officer of any potential or necessary adjustments in future allocations;
- Advises all stakeholders of their monthly expenditure ceiling;
- Liaises with Budget Analyst in the MOFP on matters concerning the approved Budget, Warrant Releases and Cash Flows;
- Participates in monthly meetings with Cash Management staff at the MOFP, Principal Finance Officer and Director, Management Accounts of the Ministry of Health to discuss warrant releases against actual requirements;
- Coordinates Quarterly Budget and Performance Review meetings with Permanent Secretary and Senior Managers to examine expenditure against performance with a view to preventing budget overrun;
- Undertakes monthly variance analysis of expenditure against budget and against prior year, analyzing causes for variance;
- Evaluates in conjunction with the Planning and Evaluation Unit, the physical and financial performance in the implementation of programmes schedule in the budget;
- Links subsequent allocation with performance and where necessary make recommendation for virement;
- Researches and reallocates funds across activities and objects as directed;
- Calculates and collates costing for the revision of salaries and allowances and advises the MOFP of the necessary adjustments;
- Advises Regional Directors, Chief Executive Officer UHWI and Programme Mangers of payment schedules;
- Examines and certifies monthly warrant allocations for Regional Health Authorities, UHWI and all other activities in the Ministry of Health before

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

submitting to Director, Management Accounts and Principal Finance Officer for approval;

- Monitors Journal Vouchers in relation to: vote-on provision, approved vote, supplementary estimates and warrant allocation;
- Certifies journal for warrants and other management accounts transactions;
- Ensures the posting and prompt clearance of cash advances;
- Prepares quarterly reconciliation statements of Income and Expenditure tax for submission to MOFP;
- Prepares monthly Outstanding Bills Report and submits to MOFP;
- Collaborates with MOFP's Budget Analyst, investigates and recommends the level of assistance to be given to beneficiaries for Special Medical Treatment abroad. Where applicable provides information for Cabinet Submissions.

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

- Manages the welfare and development of staff supervised through the Performance Appraisal System;
- 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 is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

- 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:**

- Performs other related duties that may from time to time be assigned by the Director, Management Accounts.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Draft Estimates of Expenditure prepared in line with the Ministry's Corporate Plan and guidelines prescribed by the Ministry of Finance and the Public Service;
- Expenditure controlled within budgetary provision has been applied so as to achieve high standards of performance and value for money;
- Cash Flows reviewed within agreed time frame;
- Supplementary Provision prepared in keeping with established guidelines;
- Monthly/Quarterly review of expenditure prepared are accurate and sound;
- Ministry's performance monitored to ensure that expenditure is within the Voted Provision and has been applied so as to achieve the desired outcomes and value for money;
- Sound and prudent advice/recommendations provided in keeping with established guidelines and regulations;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

duties and personal conduct.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Discuss Budget and approval- information regarding portfolio
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback
Director, Management Accounts	Professional advice, receives directives, and guidance, work assignment, collaborate on matters relating to budget and warrant, provide feedback
Programme/Project Managers	Matters relating to budget, cash flow and warrant allocation
Members of staff in the Unit/Division	Professional advice, collaborate on matters relating to budget and Cash Management,
Related, Departments and Agencies	Professional advice, guidance, information regarding portfolio.

### 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	Matters relating to warrant issues, cash releases and AG expenditure from warrant

## 6. REQUIRED COMPETENCIES

### Core

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Sound analytical and judgment skills;
- Excellent problem solving skills;
- Excellent presentation, oral and written communication skills;
- Excellent leadership and interpersonal skills
- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work under pressure and meet tight deadlines;
- Ability to manage people of diverse skills, levels and organizational/corporate cultures;
- 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.
- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Expert in budget preparation, financial forecasting and sensitivity analysis;;
- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Sound understanding of computerised accounting systems including government's Automated Financial Accounting System.

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017



**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- A Bachelor's degree in Accounting or Management Studies with an Accounting major from a recognised institution;
- OR
- Association of Chartered Certified Accounts (ACCA) Level 2;
  - Plus successful completion of the relevant government accounting and computing courses and at least three (4) years experience at the professional level;
- OR
- Certificate in Government Accounting, other relevant Financial Management courses and eight (8) years experience;
- OR
- Satisfaction of the Proficiency criteria;
  - 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:**

- Review annual budgets prepared by stakeholders;
- Advise stakeholders of their approved budget;
  
- Compare and analyse cash flow requests;
- Advise all stakeholders of monthly expenditure ceiling.

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017

## 10. WORKING CONDITIONS

- Normal office conditions;

---

Senior, Management Accountant,  
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 21, 2017