



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Principal Finance Officer
JOB GRADE: FMG/PA 5
DEPARTMENT: Finance and Accounts
REPORTS TO: Permanent Secretary
MANAGES: Director, Finance, Director Budgets, Financial Systems Manager (FMIS)

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 the effective, efficient and economical use of the Ministry's fund in the fulfilment of its corporate objectives and in the pursuit of the implementation of the budget ensuring a high standard of probity, propriety, regularity, transparency, accountability and value for money.

Responsible for the overall management of the Finance and Accounts Division of the ministry and to be the principal advisor to the Permanent Secretary on all financial matters relating to the expenditure budgets and other funds and assets under the control of the ministry.

KEY OUTPUTS

1. Allocates the budgetary and cash resources between programmes, activities and projects in line with the ministry's corporate plan, policy and resource availability
2. Reports planned and actual revenue and public expenditure accurately, promptly and transparently for scrutiny by the Auditor General, the Financial Secretary and Parliament
3. Maintains control over the level of public expenditure, and ensure high standards of performance, value for money is achieved in management of public finances, including projects completed on time and to budget
4. Ensures High standards of probity, accountability, transparency and value for money achieved in management of Ministry's finances
5. Provides overall expertise and advice on ministry's expenditure management, representation of the Ministry's interests
6. Plans, organize, directs the staff and activities of the Finance Division.
7. Ministry of Finance Budget and cash flow prepared and submitted on time and according to guidelines given
8. Manages cash, other assets and resources of the ministry efficiently, effectively and economically
9. Monthly and annual financial statements to the Auditor General and the Financial Secretary submitted within the stated deadline.

KEY RESPONSIBILITY AREAS

Management and Administrative

1. Plays an integral part of the top management team of the ministry.
2. Assists in the development of its corporate plan and strategies and strategies.
3. Provides the top management team with expert financial advice thereby facilitating the effective efficient and economical financial operation of the ministry.
4. Assists in the development and updating of objectives and strategies of the ministry's Corporate Plan
5. Participates in the quarterly evaluation of the performance of programme managers in achieving the objectives and strategies in the Corporate Plan
6. Advises the Permanent Secretary and the Minister on the financial performance of the ministry and on its financial status
7. Provides expert advice and specialist assistance to programme manager as required
8. Represents the Permanent Secretary, and the Ministry as required on Boards and Committees.
9. Ensures that budgets and cash flows are prepared in line with the Ministry of Finance's guidelines as well as in accordance with the ministry's corporate plan, policy priorities and resources availability

Professional Responsibility

1. Expenditure Budget Formulation
2. Ensures that a budgeting system is in place on a timetable which fits with the Ministry of Finance's guidelines
3. Ensures that the budget is prepared in accordance with: Ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary; The objectives and strategies of the ministry outlined in its corporate plan; the national economic and policy priorities
4. Ensures that the budget requests from the Divisions/Departments are closely analyzed to determine that they reflect the level of allocation

and guidelines established by the ministry's senior management team and are supported by the realistic implementation plans where applicable

5. Ensures that the budget requests in respect of para- statal bodies are also in accordance with the approved objectives and strategies are realistic and supported by the implementation plan where applicable
6. Ensures that guidance is given where necessary to divisions /departments, in the preparation of the narrative in support of the budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan
7. Ensures that the consolidated budget estimate of the Ministry and its Departments is submitted to MOF in conformity with the prescribed guidelines and time schedule
8. Reviews in conjunction with programme managers the structure of cost recovery/user fees to ensure that all possible scope for user fee/cost recoveries is covered.
9. Ensures validity of the estimate of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.
10. Prepares annual estimate of Miscellaneous Revenue and/or Appropriate-in-Aid in accordance with the format stipulated by the Financial Secretary
11. To maintain control over the level of public expenditure ensuring that expenditures are kept within budgetary limits
12. Responsible for overall cash management including: Allocates the monthly and quarterly warrants in accordance with agreed priorities; Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
13. Ensures that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting departmental revenue etc.
14. Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances

15. To ensure the efficient, effective and economical utilization of assets and other resources
16. Assists the permanent Secretary in establishing and maintaining an effective system for the operational use, maintenance and security of all assets under the control of the ministry
17. To ensure that the ministry has a proper and effective system of internal control
18. Analyzes areas of risk in the ministry's operations
19. Assigns resources to undertake special assignments
20. Ensures that sanctions are applied to accountable officers acting in non-compliance with the legal and policy framework
21. Calls for periodic budget review in targeted departments, division and agencies
22. Ensures appropriate arrangements are in place for high ethical standards in the Ministry
23. Establishes special projects to effect improved public expenditure control and management as required
24. Assists the Permanent Secretary in the operation of an effective system of Internal Audit, which is adequate in its scope, content, and coverage
25. To ensure the accurate preparation and prompt submission of financial statements to the Auditor General, the Financial Secretary and all other external and internal users
26. Ensures that there is a system for the maintenance of proper records of the ministry's financial affairs, the preparation of monthly accounts, financial reports and annual appropriation accounts in accordance with the requirement of the Ministry of Finance and in keeping with the FAA Act.
27. Ensures that proper accounting of project expenditure to facilitate prompt "draw -downs" and close monitoring of the inflows of external receipts against budgetary targets with specific reference to external funded projects.

28. Puts in place a sound system of management accounting and reporting to meet operational requirements of the Ministry

Human resource responsibility

1. To manage the Finance and Accounts Divisions in the achievement of its objectives.
2. Plans, organize and directs the work of the Division, including overseeing the creation of the Division's corporate and operational plans and budgets and monitoring the Division's achievement against them
3. Develops and manages the performance of the Division and its staff including transferring skills, motivating staff, setting performance targets monitoring performance providing feedback to staff, and arranging for training
4. Maintains effective working relationships with external and internal stakeholders and clients ensures that the Divisions provides a consistently high level of service to them
5. Devises job rotation strategy for the division in collaboration with the Human Resources Division
6. Evaluates the performance of the Director Management Accounts, Director Financial Accounts, Financial Systems manager and the Debt Manager

PERFORMANCE STANDARDS

1. Submission of Monthly Financial Reports within stipulated timeframe
2. Submission of Annual Appropriation Accounts within stipulated timeframe
3. Submission of responses to Audit Queries and Auditor General's Reports within stipulated timeframe
4. Preparation of salaries and payment of deductions within stipulated timeframe
5. Control of expenditure within stipulated timeframe

6. Submission of Annual Budgets and Cash Flows within stipulated timeframes
7. Resolution of Financial issues within agreed timeframes

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	
Ability to cope well under pressured working conditions and to meet deadlines	
Thorough knowledge of the FAA Act	
Knowledge of the Public Service Staff Orders and government policies and regulations	

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	
Sound judgment	
Excellent interpersonal skills	
Positive Impact and influence	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Masters degree in accounting, public or business administration or management from a recognized institution

- Extensive experience in accounting and financial management operations, plus at least four (4) years' post qualification experience in senior management positions; or
- ACCA- Association of Certified Chartered Accountant, OR CPA- Uniformed Certified Public Accountant or any equivalent recognized professional qualification in accounting or management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- Authorization of payments
- Signing of cheques
- Approval of budgets
- Recommend virement of funds
- Recommend allocation of cash resources
- Recommend appointment o acting
- Approval of changes to Internal Control process
- Approval of Foreign Travel
- Signing of Monthly Financial Statements
- Recommend approval of request for overseas Medical Treatment