



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Director, Finance I  
**JOB GRADE:** FMG/PA I  
**DEPARTMENT:** Finance and Accounts Division  
**REPORTS TO:** Senior Director, Finance III  
**MANAGES:** FMG/AT 3

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 assist in ensuring an efficient and effective accounting system including effective internal controls along with timely and accurate financial reporting.\_

## **KEY OUTPUTS**

1. Audit report response
2. Monthly Financial Statements certified
3. Losses/irregularities and overpayments reports
4. Annual Appropriation Accounts certified

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

Prepares Work Plan and ensures that the policies and procedures are consistent with strategic objectives

### **Professional Responsibilities**

1. Responsible for replying to the Auditor General's Queries and Observations for the Ministry and its Department.
2. Collates information for the response to the Annual Auditor General's Report
3. Maintains the register of Audit Queries, and prepare the monthly report of the outstanding queries.
4. Reports losses/irregularities and overpayments to the Financial Secretary and the Auditor General.
5. Processes Foreign Exchange payments
6. Checks and certifies Monthly Financial Statements before submission to the relevant authorities.
7. Attends meetings within and outside the Ministry.
8. Assists with monitoring the payment of bills.
9. Collates any additional information required for dispatch

10. Distributes circulars and memoranda.
11. Informs persons about over payments.

### **Human Resource Responsibilities**

1. Collaborates with the Chief Accountant to determine and recommend staff training needs, disciplinary or other personnel action
2. Participates in the recruitment of staff for the Division
3. Evaluates and reviews performance of staff

### **Other Responsibilities**

Performs other related functions from time to time as advised by the Principal Finance Officer and Senior Director, Finance.

### **PERFORMANCE STANDARDS**

1. To respond to 80% of queries within ninety (90) days of distribution to the Ministry and Department.
2. Submission of Appropriate Accounts by July 31<sup>st</sup>.
3. Submission of monthly Financial Statements by the 14<sup>th</sup> day of the following month.
4. Report losses and irregularities to the Financial Secretary and Auditor General within seven (7) days of receipt
5. Circulars issued to Heads of Departments and Divisions within seven (7) days of receipt
6. Circulars issued to Heads of Departments and Division.

### **REQUIRED COMPETENCIES**

<b>Functional Competencies</b>	<b>Level</b>
Excellent knowledge of Government and General Accounting	3
Excellent knowledge of Public Sector Regulations	3
Ability to cope well under pressured working conditions and to meet deadlines	3
Use of Technology	3

<b>Core Competencies</b>	<b>Level</b>
Excellent Interpersonal Skills	3
Good Planning and Organizing Skills	3
Excellent Analytical skills	3
Excellent Oral communication skills	3
Excellent Written communication skills	3
Good Sound judgment	3
Good Teamwork and cooperation	3

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- AAT Level3;
- ACCA - CAT Level 3; ACCA Level 1
- Diploma in Accounting from a recognized University e.g. UTECH
- A. Sc -Accounting, MIND
- Completion of revised certificate in Government Accounting Course
- Bachelor's degree in Accounting or Management Studies with accounting from a recognized University e.g. UTECH, UWI

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions

### **AUTHORITY**

- Sign cheques
- Signs monthly financial statements