



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Principal Finance Officer
JOB GRADE	
POST NUMBER:	27235
DIVISION/BRANCH:	Finance and Accounts Division
SECTION/UNIT:	-
REPORTS TO:	Permanent Secretary
MANAGES:	Director, Financial Accounts; Director, Management Accounts; Director, Final Accounts & Reporting; Project Accountant; Manager, Financial Management Information System (FMIS); Financial Analyst; Administrator GMG/AM 3; Senior Secretary OPS/SS 3

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
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_____ Manager/Supervisor	_____ Date
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_____ Head of Department/Division	_____ Date
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_____ Date received in Human Resource Division	_____ Date Created/Revised
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1. JOB PURPOSE (Reason for Existence)

Reporting to the Permanent Secretary, the Principal Finance Officer is responsible for the overall management of the Finance and Accounts Division of the ministry and is 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.

Further to ensure the effective, efficient and economical use of the Ministry's fund in the fulfillment 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.

2. KEY OUTPUTS (Results, Deliverables)

- Budgetary and cash resources allocated;
- Public expenditure controlled and maintained;
- High standards of performance, value for money achieved;
- High standards of probity, accountability, transparency and value for money achieved;
- Advice and expertise on ministry's expenditure management provided;
- Activities of the Division planned, organized and directed;
- Budget and cash flow prepared and submitted;
- Cash, other assets and resources managed;
- Monthly and annual financial statements prepared and submitted;
- Reports on planned and actual revenue and public expenditure prepared and submitted.

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Plays an integral part of the top management team of the ministry;
- Participates in the development of the Ministry's corporate plan and strategies;
- Assists in the development and updating of objectives of the ministry's Corporate Plan;
- Leads the development of the Operational Plan and budget for the Division;
- Leads in the development of the annual Work Plan for the Division;
- Reviews quarterly Performance Status Reports from direct reports and provides guidance and feedback;
- Prepares performance management reports and submit same to the Permanent Secretary;
- Participates in the quarterly and annual Performances Review to assess the achievements of the Ministry of Health;
- Provides the top management team with expert financial advice thereby facilitating the effective efficient and economical financial operation of the ministry;
- Advises the Permanent Secretary and the Minister on the financial performance of the ministry and on its financial status;
- Provides expert advice and specialist assistance to programme managers as required;
- 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;
- Represents the Permanent Secretary, and the Ministry as required on Boards and Committees.

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

B.) Technical/Professional Responsibilities;

- Formulates the expenditure Budget for the Ministry of Health;
- Ensures that a budgeting system is in place on a timetable which fits with the Ministry of Finance and the Public Service (MFPS) guidelines;
- 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;
- 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;
- 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;
- 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;
- Ensures that the consolidated budget estimate of the Ministry and its Departments is submitted to MFPS in conformity with the prescribed guidelines and time schedule;
- **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;**
- 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;
- Prepares annual estimate of Miscellaneous Revenue and/or Appropriate-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Maintains control over the level of public expenditure ensuring that expenditures are kept within budgetary limits;

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

- Responsible for the overall cash management activities and ensures an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- 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.;
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances;
- Ensures the efficient, effective and economical utilization of assets and other resources;
- 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;
- Ensures that the ministry has a proper and effective system of internal control;
- Analyzes areas of risk in the ministry's operations;
- Assigns resources to undertake special assignments;
- Ensures that sanctions are applied to accountable officers acting in non-compliance with the legal and policy framework;
- Calls for periodic budget review in targeted departments, division and agencies;
- Ensures appropriate arrangements are in place for high ethical standards in the Ministry;
- Establishes special projects to effect improved public expenditure control and management as required;
- Assists the Permanent Secretary in the operation of an effective system of Internal Audit, which is adequate in its scope, content, and coverage;
- Ensures the accurate preparation and prompt submission of financial statements to the Auditor General, the Financial Secretary and all other external and internal users;

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

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

C.) Human Resource Responsibilities

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Contributes to the development and welfare of direct reports through the effective use of the performance management system and makes recommendations for training and career development where necessary;
- Establishes and maintains systems/programs to foster a culture of teamwork within the division and provides leadership to staff through effective objective setting, delegation and communication;
- Supervises and evaluates the performance of staff to ensure that work output is consistent with the work plan;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Devises job rotation strategy for the division in collaboration with the Human Resources Division;

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Ensures staff are aware of and adheres to the policies, procedures and regulations of the division and the Ministry;
- Disseminates information to staff re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Provides staff with sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends vacation leave and approves sick and departmental leave for staff, and participate in the administration of staff benefits, in keeping with the established human resource policies;
- Participates as required in disciplinary proceedings involving staff;
- Conducts monthly and other ad hoc staff meetings.

D.) Other Responsibilities:

- Other related duties, that may from time to time be assigned by the Permanent Secretary

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Budgetary and cash resources between programmes allocated, activities and projects in line with the ministry's corporate plan, policy and resource availability;
- Public expenditure controlled and maintained within stipulated timeframe;

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

- High standards of performance, value for money is achieved and maintained in management of public finances, including projects completed on time and to budget;
- High standards of probity, accountability, transparency and value for money achieved in management of Ministry's finances;
- Advice and expertise on ministry's expenditure management provided within an agreed timeframe;
- Activities of the Division planned, organized and directed in a timely manner;
- Budget and cash flow prepared and submitted on time and according to guidelines given;
- Cash, other assets and resources of the ministry managed efficiently, effectively and economically;
- Monthly and annual financial statements to the Auditor General and the Financial Secretary submitted within the stated deadline.
- Reports planned and actual revenue and public expenditure are accurately, promptly and transparently prepared and submitted within stipulated timeframe for scrutiny by the Auditor General, the Financial Secretary and Parliament;
- Annual Appropriation Accounts submitted within stipulated timeframe;
- Responses to Audit Queries and Auditor General's Reports submitted within stipulated timeframe;
- Financial issues resolved within agreed timeframes.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain advice, receive directives and guidance, regular briefings regarding

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

Contact (Title)	Purpose of Communication
	portfolio and provide feedback on financial matters
Chief Medical Officer	Matters relating to projects with financial implications, remuneration etc.
Director, Corporate Services	Matters relating to financial matters- allocation of budget, cash flow and expenditure projections, remuneration etc.
Other Directors and staff of the Ministry	Matters relating to allocation of budget, cash flow and expenditure projections, payments etc.
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to Budget allocation and other financial matters
Chief Executive Officer in Departments and Agencies	Matters relating to Budget allocations, projects with financial implications

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Submission of Budget and Appropriation Accounts other financial matters
Auditor General's Department	Audit reports, queries and responses
Accountant General's Department	Matter relating to salaries
Public Accounts Committee	Support the Permanent Secretary in providing information to the Committee
Finance Committee	Support the Permanent Secretary in discussions on the ministry's budget included in the Estimates of Expenditure presented
International Agencies	Matter relating to funding of projects

6. REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills;
- Excellent leadership skills;

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

- Excellent skills in teamwork and cooperation;
- Excellent analytical, critical thinking skills;
- Excellent decision-making and problem solving skills;
- Good interpersonal skills and people management;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Thorough knowledge of the FAA Act;
- In-depth knowledge of the Public Service Staff Orders and government

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

policies and regulations;

- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters degree in accounting, public or business administration or management from a recognized institution;
- Extensive experience in accounting and financial management operations,
- 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

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical working environment, no adverse working conditions
- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

Principal Finance Officer,
Ministry of Health.

Finance and Accounts Division,

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January 16, 2017

9. AUTHORITY TO:

- Authorize payments;
- Signing of cheques;
- Approve budgets;
- Recommend virement of funds;
- Recommend allocation of cash resources;
- Recommend appointment of acting;
- Approve changes to Internal Control process;
- Approve Foreign Travel;
- Sign Monthly Financial Statements;
- Recommend approval of request for overseas Medical Treatment.

10. WORKING CONDITIONS

- Normal office conditions;

Principal Finance Officer,
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