

# JOB DESCRIPTION AND SPECIFICATION

# Director of finance & accounts

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| **JOB TITLE: Director of Finance & Accounts**  **JOB GRADE:**  **FMG/PA 4**  **DEPARTMENT**: Office of His Excellency The Governor-General  **UNIT:** General Administration/ Corporate Services/Finance & Accounting  **REPORTS TO:** The Deputy Governor-General’s Secretary (Corporate Services)  **MANAGES:** One (1) Financial Accountant (FMG/PA 2), One (1) Senior Accounts Payable/Payroll Officer (FMG/AT 3) and One (1) Accounts Payable/Payroll Officer (FMG/AT 2). |

**JOB PURPOSE**

Under the direction of the Deputy Governor-General’s Secretary (Corporate Services), the Chief Financial Officer (CFO) is responsible for managing the financial operations of the Office of the Governor-General. This includes overseeing accounting and financial management activities such as budgeting, commitments, expenditure and receipt controls, payroll preparation, and financial accounts. The CFO safeguards the Office’s assets by applying sound accounting principles and procedures, compiling, analyzing, and presenting financial information and performance data through timely reports and statements that reflect the financial status of the Office.

The CFO provides strategic financial advice and supports the Governor-General’s Secretary (GGS) by supplying financial data that forms the basis for financial management reports presented to His Excellency The Governor-General and the Ministry of Finance & Planning (MOF&P). In this capacity, the CFO monitors the utilization of budgets to ensure the efficient use of allocated resources and provides recommendations that are financially sound while considering risk, financial planning and control, cash flow, and proper accounting practices.

Additionally, the CFO ensures that the Finance and Accounting Unit operates in accordance with the requirements, regulations, and instructions of the Financial Administration and Audit (FAA) Act, as well as the policies from the MOF&P. This role includes providing guidance on financial regulations, related GOJ Staff Orders, and ensuring compliance across the Unit. The CFO also aims to entrench a culture of excellence through employee motivation, partnerships, accountability, and documented productivity while supporting the organization’s strategic goals through sound financial management.

**KEY RESULT AREAS/ OUTPUT**

1. **Operational Plan and Budget**

* Annual Budget (Estimate of Expenditure) and Supplementary requests prepared and submitted accurately and on time.
* Administration and review of all financial plans and budgets, ensuring alignment with organizational goals and requirements.
* Preparation of the Annual Operational Plan, ensuring it aligns with the Office’s strategic objectives.

1. **Financial Statements**

* Timely preparation and presentation of monthly, quarterly, and annual financial statements.
* Regular updates to the GGS on the financial status of the Office.
* Clear communication of financial performance through accurate reports and analysis.

1. **Payroll Management**

* Fortnightly and monthly payrolls processed, including statutory and non-statutory deductions.
* Wage Bill prepared and submitted to the Ministry of Finance & Planning (MOF&P) in a timely manner.
* Timely remittance of all statutory and non-statutory deductions to relevant institutions.

1. **Management of Payables**

* Ensure that all vendor payments are processed on time and comply with the FAA Act.
* Oversee the proper documentation and approval of Purchase Requisitions for financial clearance.
* Manage and ensure all expenditures comply with financial regulations and approved budgets.

1. **External Reports and Compliance**

* Preparation of the Annual Appropriation Account, with justifications for variances, for submission to the MOF&P, Accountant General’s Department, and Auditor General’s Department.
* Ensure external reports, including Annual Statutory Returns and the Annual Wage Bill, are submitted to relevant authorities.

1. **Bank Reconciliations, Audit Schedules, and Compliance**

* Ensure that Bank Reconciliations and Audit Schedules are prepared and available to auditors on time.
* Coordinate responses to Audit Queries, ensuring agreed recommendations are implemented.

1. **Financial Policies, Procedures, and Systems**

* Update and implement all necessary business policies and accounting practices, modernizing the Unit’s policy and procedure manual.
* Maintenance of up-to-date records of GOJ rules, financial policies, and procedures, ensuring staff are informed of any changes.
* Implement a robust contracts management and financial management/reporting system to ensure steady cash flow and operational efficiency.

1. **Communication and Documentation**

* Effective communication of critical financial matters to the GGS, including presenting financial reports and budget updates.
* Preparation of internal reports, letters, memoranda, minutes, and other documents as required.
* Management of file systems for electronic and manual records, ensuring accurate documentation of financial activities.

1. **Response Time and Queries**

* Ensure prompt response to financial queries, providing accurate and timely information to internal and external stakeholders.
* Monitor the timely completion and submission of tax certificates to vendors as required

**KEY RESPONSIBILITY AREAS**

**Management/Administrative Responsibilities**

1. **Supervision and Staff Management**

* Supervise the Finance Unit, ensuring high performance, adherence to standards, and continuous professional development of staff.
* Provide direction, support, and control to direct reports to ensure they are appropriately motivated and equipped to perform their duties to the required standards.
* Ensure staff are provided with the appropriate tools and resources to effectively carry out their responsibilities.
* Develop and monitor work schedules, ensuring the workload is adequately distributed and the staff effectively utilises their time to accomplish the Unit’s objectives and the Office’s goals.

1. **Strategic Advice and Planning**

* Provide strategic financial advice to the Governor-General’s Secretary (GGS) and Department Heads/Programme Managers to inform decision-making and financial planning.
* Develop and monitor work programmes to ensure the Finance Unit meets organisational goals, budgets, and timelines.
* Support the Office’s Strategic/Business and Operational Plans by aligning financial strategies with organizational goals and contributing to their successful implementation.

1. **Standards and Compliance**

* Ensure that the Finance Unit’s output conforms to acceptable accounting and financial standards and practices relevant to its operations.
* Monitor and ensure that all financial activities, reporting, and decision-making comply with established guidelines and regulatory requirements.

1. **Committee Engagement**

* Serve on Senior Management, Human Resource Management, Finance Management, Disaster Preparedness, and Project Management Committees, or any other committee as directed by the GGS, contributing to the strategic and operational financial direction of the organisation.

**Technical/Professional Responsibilities**

1. **Budgeting and Forecasting**

* Oversee and lead the annual budgeting and planning process in conjunction with the GGS, obtaining data from Department Heads/Programme Managers.
* Prepare the Annual Budget (Estimate of Expenditure) and Supplementary requests for the total Head (0100) and submit them to the MOF&P accurately and on time, considering the specific needs of the Office.
* Administer and review all financial plans and budgets, ensuring alignment with organizational goals and requirements.
* Prepare and submit written financial/statistical information as requested by the MOF&P.
* Monitor progress and changes, keeping the GGS updated on the Office's financial status.
* Prepare detailed reports and budget briefs for the Governor-General’s Secretary (GGS) as requested, offering insights into financial performance and projections.
* Manage cash flow forecasting to ensure the availability of funds for operational requirements.

1. **Financial Management and Expenditure Control**

* Ensure the effective and efficient management and control of funds received for compensation, travelling, goods, and services.
* Ensure that Purchase Requisitions are committed and approved for financial clearance.
* Ensure that expenses or costs in respect of personal telephone calls made by staff are collected and accounted for.

1. **Payroll Management**

* Oversee payroll processing and ensure the timely preparation and submission of the Wage Bill to the MOF&P.
* Ensure timely remittance of all statutory and non-statutory deductions to relevant institutions.

Manage payroll functions as part of the finance and expenditure responsibilities

1. **Financial Reporting and Compliance**

* Ensure that the appropriate and up-to-date financial and accounting records are maintained in accordance with the FAA Act.
* Prepare the Annual Appropriation Account, including revenue and expenditure details, for submission to the MOF&P, the Accountant General’s Department, and the Auditor General’s Department, providing explanations for variations.
* Respond to audit queries and coordinate replies to the Auditor General and Internal Auditors.
* Ensure that Audit Schedules, Financial Reports, and Bank Reconciliations are prepared and available to auditors on time.
* Implement agreed recommendations relating to expenditure and accounting processes.

1. **Communication and Stakeholder Engagement**

* Maintain effective working relationships with the Office's bankers and liaise with external stakeholders relevant to the Office’s financial operations.
* Represent the Office in meetings and discussions with the MOF&P, Auditor General’s Department, and other external entities.

**Departmental Human Resource Responsibilities**

1. **Leadership and Staff Management**
   * Lead, mentor, and train direct reports to achieve their full potential, providing guidance through coaching, mentoring, and training.
   * Create a vision for the Finance Unit and motivate the team towards achieving the Unit’s goals, fostering a collaborative and team-oriented work culture.
   * Provide leadership that encourages a team approach, ensuring that staff are aligned with the organizational objectives and financial standards.
   * Ensure proper working conditions exist for the Finance Unit that promotes high performance, accountability, and staff wellbeing, so they may effectively perform their duties.
2. **Staff Development and Performance Management**
   * Manage the welfare and development of the Finance Unit staff, ensuring the timely preparation and feedback of performance appraisals.
   * Evaluate staff performance and make recommendations for training and development programs to enhance skills and productivity.
   * Ensure staff are aware of and adhere to GOJ Staff Orders, King’s House Standing Orders, policies, procedures, and regulations of the Office and the GOJ as a whole.

**Other Responsibilities**

1. Perform other job-related functions as assigned by the GGS to support the efficient operation of the Office and its financial objectives.

**PERFORMANCE MEASURES**

1. The GOJ Performance Monitoring and Evaluation System is supported through the business/strategic planning, monitoring and evaluation process and timely preparation of required reports.
2. *Estimates of Expenditure*, *Financial Statements* and *Work Plans* are drafted and analyzed within a timeframe that supports the Office’s strategic objectives and by so doing, supports the Office in achieving desired outcomes.
3. *Financial Statements* are reviewed and analyzed, and the relevant reports are completed within the stipulated time frames.
4. Coordinated and completed budgets for the various Units of the Office are submitted in the required timeframe, and expenditures are kept within agreed limits with substantiated reasons if they are not.
5. The various reports on budgetary compliance and financial management are delivered within the required time frame to the GGS.
6. The financial resources of the Office are effectively monitored to ensure maximum utilization and minimum waste. Expenditures under each activity are made within the constraints of the budget and separate accounts are kept for each activity.
7. Payment vouchers, travelling claims, purchase orders and payment requests are authenticated and authorised accordingly.
8. Preparation of salaries and payment of deductions within stipulated timeframe.
9. Efficient and capable direct reports who are engaged and possess the capabilities to carry out assigned responsibilities.
10. Staff performance appraisals are completed and delivered within the appropriate timeframe.
11. Submission of Annual Appropriations Accounts within the stipulated timeframe.
12. Submission of responses to Audit Queries and Auditor’s reports within stipulated timeframe.
13. Resolution of Financial issues within agreed timeframes.

**REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION**

1. Expert knowledge of Government Accounting standards and procedures.
2. Excellent knowledge of the FAA Act and Procurement Guidelines.
3. Proficiency in computerised Government Financial Management System (GFMS) or similar accounting systems (e.g., Peachtree, QuickBooks).
4. Working knowledge of relevant laws, statutes, policies and procedures and other instructions specific to the Government of Jamaica (GOJ).
5. Knowledge of relevant GOJ laws, *Staff Orders* and other instructions specific to the operations of the Office.

**REQUIRED ATTRIBUTES & Skills**

1. Is loyal, composed, trustworthy and demonstrates impeccable integrity.
2. Excellent leadership skills
3. High confidentiality in managing sensitive financial data.
4. Ability to plan, organize, multitask, and meet deadlines under pressure.
5. Strong technical, problem-solving, analytical, and decision-making skill with an eye for details.
6. Able to apply good judgment, initiative
7. Excellent interpersonal skills and able to work as part of a team.
8. Able to communicate effectively in both oral and written form with persons at all levels.
9. Professional as required in personal conduct and execution of duties.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

* A Master’s Degree in Accounting or ACCA Level II OR its equivalent from a recognised tertiary institution. AND
* Knowledge of the GFMS or Accounting Packages such as Peachtree, ACCPACC or Quick Books and their applications; AND
* At least Six (6) years of progressive experience in Financial and Management Accounting.
* Proficiency in relevant accounting software applications.
* Knowledge of GOJ Accounting is an important asset.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

This is a typical office environment, with no adverse working conditions however, there may be

occasions of long working hours and work on weekends and Public Holidays, especially during the budget planning cycle when tight deadlines are to be met.

Travelling may be required to attend meetings and other engagements.

**AUTHORITY TO:**

* As may be delegated from time to time.
* Request information related to financial and accounting report preparation.
* Make recommendations to the GGS on matters related to budgets and expenditure.
* Maintain close collaboration with internal and external stakeholders of the Office.

**LIAISE WITHIN THE OFFICE:**

| **POSITION TITLE** | **PURPOSE OF COMMUNICATION** |
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| The Governor-General’s Secretary | To provide regular financial updates, support decision-making with financial analysis and reports, ensure the alignment of financial strategies with the Office’s overall goals, and address any financial concerns or issues that may impact the Governor-General’s duties and operations. Ensures effective financial stewardship and strategic alignment. |
| The Deputy Governor-General’s Secretary (Corporate) | To align financial strategies with the overall organizational goals, ensure proper budget allocation, and provide financial reports and analysis to support decision-making on corporate and operational matters. This collaboration ensures financial resources are managed effectively in line with the Office's strategic priorities. |
| The Director, Human Resources and Administration | To coordinate matters related to payroll, staff compensation, budgeting for human resources, and ensuring financial compliance with employment-related regulations and policies. Ensure alignment between financial planning and staff management. |
| Division Head/Programme Managers | To maintain financial alignment with departmental goals, monitor and control budgets, and provide financial guidance on resource allocation for specific projects and programs. Ensures that financial decisions support the overall objectives of each division while maintaining budgetary discipline. |
| Procurement Officer | To ensure that financial resources are properly allocated for purchases, that procurement activities comply with budgetary limits and financial regulations, and that all vendor payments are processed in accordance with financial policies. |
| Financial Accountant, Senior Accounts Payable/Payroll Officer and Accounts Payable/Payroll Officer | Supervise and monitor work, to ensure the accurate processing of financial transactions, timely preparation of payroll, compliance with financial regulations, and proper management of accounts payable. Ensures that financial records are maintained accurately, expenditures are controlled, and payroll functions run smoothly, all while adhering to budgetary constraints and financial policies. |

**LIAISE EXTERNALLY TO THE OFFICE:**

| **POSITION TITLE** | **PURPOSE OF COMMUNICATION** |
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| Officers – Ministry of Finance and Planning | Matters relating to budgets, financial management software, reports, financial status, off-site storage of financial data etc. Receive reports, circulars, advise, training and sensitization on new procedures.  Request authorization for transactions. |
| Accountant General | Request for CTMS funds, reports |
| Auditor General | Audits, Audit Reports, Audit Queries and responses |
| Tax Administration Jamaica | Tax obligations, access to the TAJ web, reports and other tax-related matters. |
| Organizations which receive Staff personal deductions. | Respond to queries. |