



NATIONAL YOUTH SERVICE

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the National Youth Service:

PRINCIPAL FINANCE OFFICER (FMG/PA 3)

JOB SUMMARY:

Reporting to the Executive Director the Principal Finance Officer is responsible for managing the work and staff of the Finance and Accounts Division. The incumbent is also responsible for providing financial management advice to the Agency, ensuring optimum utilisation of Government of Jamaica (GoJ) funds, implementing sound financial policies in keeping with GoJ guidelines, providing financial analyses and reports; managing, implementing and administering efficient financial systems and procedures, promoting good risk and budget management and enforcing the provisions of the Financial Administration and Audit (FAA) Act.

KEY RESPONSIBILITY AREAS:

Technical/Professional Responsibilities

Planning:

- Provides financial management information on a timely basis through in-depth planning and forecasting strategies;
- Develops the Division's Corporate Plan and determines the financial requirements to support the Division's and the Agency's Corporate Plan.

Budgeting:

- Manages the Budget for the Agency;
- Ensures that proper budgeting systems are established and implemented in accordance with the Ministry of Finance and the Public Service's directives by:

- reviewing budgetary requests to ascertain that they are aligned with the approved programmes
- guiding Senior Managers in the preparation of their budgets to ensure that they are in keeping with the corporate plan
- preparing annual estimates of expenditure and specifying monthly cash flow targets
- co-ordinating and overseeing the compilation of the Agency's budget on a timely basis, as well as developing justification for the budget proposals
- ensuring an effective mechanism for managing expenditure with the warrant limits through planning, commitment and control processes
- allocating the monthly and quarterly warrants in accordance with agreed priorities of the divisions and agencies to ensure adequate provision for inescapable expenditure
- reviewing all bank accounts regularly to ensure prudent management of the accounts.

Project Accounting:

- Assists with the evaluation of locally and internationally funded projects;
- Ensures that funding received from international organizations is consistent with the Joint Accounting and Reporting requirements of the government and the lending agency;
- Monitors externally funded projects, to ensure proper accounting of expenditure;
- Monitors inflows of internal receipts against budgetary targets.

Cash Management:

- Authorizes payments and signs cheques;
- Determines the cash requirements of the Agency on a continuous basis, as well as reviewing the cash requirements for the Regional Offices, Agencies and Educational Institutions;
- Receives, maintains in safe custody and disburses all cash on the behalf of the Agency.

Assets Management:

- Monitors the system in place for adequate protection and efficient utilization of all assets on a quarterly basis.

Expenditure Control:

- Directs and controls expenditure by reviewing financial statements/reports and apprising the Executive Director of the financial health of the Agency;
- Ensures that goods and services are procured in accordance with the Government's Procurement Guidelines;
- Ensures that monthly expenditure statements are prepared within ten (10) working days;
- Ensures that the salary and deposit accounts are reconciled monthly.

Financial Accounting and Reporting:

- Interprets government financial policies, and advises senior management on their implications for the Agency's operations;
- Prepares responses to audit queries from the Auditor General's Department by:
 - requesting reports on queries from the respective managers within the Agency, preparing draft responses and submitting them to the Executive Director for review
 - preparing responses to the Annual Auditor Generals' Report after consulting with the relevant officers
 - ensuring that the Annual Appropriation Accounts for recurrent, capital A and B are prepared and submitted to the Ministry of Finance and the Public Service as well as the Auditor General's Department, along with explanation of causes of variation between approved estimates and expenditure
 - ensuring that a Financial Management Information System is maintained.

Salary Administration:

- Ensures the payment of salaries to the NYS staff in keeping with the Guidelines of the Ministry of Finance and the Public Service.

Management/Administrative Responsibilities

- Manages the work and staff of the Financial Management Division to enable it to function in an effective and efficient manner by:
 - developing objectives, policies and work programmes and promoting sound management practices
 - ensuring that the accounting staff is effectively deployed within the Division
 - making representation to ensure that staff is provided with the necessary tools, equipment, furniture and environment for productive work
 - representing the Agency at national and international fora as directed by the Executive Director
 - conducting training courses/seminars/workshops for the officers of the NYS re the public sector financial management system
 - supporting the Executive Director at the Public Accounts and Standing Finance Committees of Parliament
 - reviewing statistical and comparative analysis reports prepared by the staff for submission to the Executive Director
 - reporting all cases of loss or suspected irregularities to the Executive Director, Ministry of Finance & the Public Service or the Auditor General's Department and recommends appropriate action
 - conducting quarterly divisional staff meetings..

HR Responsibilities

- Monitors and evaluates the performance of staff, prepares performance appraisals and recommends and /or initiates corrective action where necessary;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet future needs;
- Provides leadership, guidance and motivation to staff through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff are identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Agency's goal;
- Identifies training and developmental needs for staff, collaborating with the HR Branch to ensure the necessary training;
- Evaluates the performance of senior staff on an on-going basis, and undertakes the annual performance appraisal;
- Ensures that the Division is adequately staffed with trained professionals;
- Conducts quarterly divisional staff meetings.

REQUIRED COMPETENCIES:

The ideal candidate should possess:

- Strong ability to plan, organize, strategize and forecast
- Strong ability to interpret and analyse the policies and regulations governing the financial operations of the Agency
- Strong ability to prepare, interpret and analyse financial statements/reports
- Strong leadership and motivational skills
- Excellent inter-personal and human relations skills
- Strong ability to work under pressure and meet strict deadlines
- Strong ability to lead and work in teams
- Thorough knowledge of government financial and accounting systems
- Thorough knowledge of the FAA Act and related regulations
- Thorough knowledge of the Government of Jamaica Staff Orders
- Thorough knowledge of contract and procurement administration
- Good knowledge of the Education Act
- Working knowledge of relevant computer applications

MINIMUM QUALIFICATION AND EXPERIENCE:

- Master's Degree from a recognized tertiary institution in Financial and Management Accounting; Business Administration/Management Studies majoring in Finance/Accounts, or other professional designation such as ACCA and a minimum of seven (7) years' working experience in Financial Management/Accounting, three (3) years of which should be at a senior management level in the public/private sector.

OR

- Bachelor's Degree in Finance/Accounting/Management/Economics or other professional designation such as ACCA with ten (10) years' related working experience in the Public Sector, five (5) of which should be at a senior management level.

WITH

- Training in Government Financial and Accounting Systems
- Training in Cost Accounting would be an asset.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale - \$2,097,527 – \$2,493,300 per annum *along with any other allowance(s) attached to the post.*

Interested persons are invited to submit their applications with résumés no later than **Friday, November 4, 2016** to the address presented below.

**Executive Director
National Youth Service
6 Collins Green Avenue,
Kingston 4
OR
Email: hrm@nysjamaica.org
Subject: "Principal Finance Officer"**

We thank all applicants for expressing an interest; however, only short listed candidates will be contacted.