

MINISTRY OF JUSTICE

JOB DESCRIPTION AND SPECIFICATION

Job Title: Director of Budget
Job Grade: FMG/PA 2
Department: Finance and Accounts Division
Reports to: Principal Finance Officer
Incumbent: Julian Lynch
Manages: 2 persons

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE
JOB AS ASSIGNED BELOW**

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE:

Under the direction of the Principal Finance Officer the incumbent ensures the efficient and effective management of the budgets for the Ministry of Justice and its departments; whether funded through the Government of Jamaica, local or international donor agencies; in the fulfilment of its corporate objectives.

KEY OUTPUTS:

- Efficient Use of Resources
- Accurate Budgetary & Commitment Records maintained and secured
- Budget including variance reports submitted
- Trend Analysis Conducted
- Cash flow requests submitted
- Warrants managed
- Work plans reviewed and submitted
- Performance Reviews conducted
- Competent Staff in place
- Advice/information given

KEY RESPONSIBILITY AREAS:

- Plans, directs, controls and monitors the operations of the Budget and Commitment Unit
- Represents the Ministry at Conferences, Meetings and other Functions, as directed
- Compiles the Budget Requests for the Ministry and its Departments
- Analyses Budget Requests
- Recommends and justifies changes made to budget requests received from Programme Managers
- Ensures budget requests are complete, reasonable and are aligned to the Ministry's Operational and Business Plans
- Submits Costings
- Liaises with the Ministry of Finance and Planning on areas of responsibility
- Prepares the non-tax revenue budget
- Submits budget analysis reports
- Provide explanations for expenditure variation
- Provide budgetary advice
- Cheque custodian
- Review and sign Financial statements
- Assists with preparation of responses to audit queries
- Ensures an effective and efficient commitment system
- Authorises commitment vouchers and journals
- Review cash flow requests for accuracy and budgetary alignment
- Submit accurate cash flow requests
- Break out monthly warrants
- Report on warrant shortages
- Performs any other duties assigned

Human Resource Management

- Manages the welfare and development of direct reports through coaching, mentoring, performance appraisals and training
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities
- Participates in the recruitment of staff for the department
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry
- Responds to customers queries on matters relating to the areas of responsibility

PERFORMANCE STANDARDS:

- Budget requests are aligned to the Ministry's Operational and Corporate Plan and submitted timely
- Budget and warrant shortages communicated timely
- Financial Reports are accurate, comprehensive and submitted within the agreed timeframe and format
- Effective and efficient Commitment System managed
- Accurate cash flow requests submitted on a timely basis
- Response to audit queries prepared in the agreed timeframe
- Provide report on warrant shortages
- Confidentiality and integrity are exercised
- Welfare of staff is clearly identified and addressed
- Staff is competent and productive

REQUIRED COMPETENCIES:

- Excellent knowledge of Public Service Regulations, Staff Orders, Financial Administration Act and other regulations and procedures governing the Public Sector
- Comprehensive knowledge of Government Accounting principles and practices
- Comprehensive knowledge of major funding agencies
- Excellent knowledge of the organisation policies and procedures
- Excellent planning and analytical skills
- Excellent interpersonal and customer service skills
- Excellent presentation, oral and written communication skills
- Excellent time management skills
- Ability to cope well under pressured working conditions and to meet deadlines
- Good problem solving skills
- Ability to lead and work in teams
- Working knowledge of the relevant computer application software

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelors Degree in Accounting / Management Studies with Accounting or;
- ACCA Level 2 or;
- Associate Degree in Accounting – MIND along with the completion of revised Government Accounting Course.

SPECIAL WORKING CONDITIONS:

Normal

AUTHORITY

- Gives approval for payment
- Signs on financial statements
- Authorises payment vouchers