



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Senior Project Accountant
JOB GRADE: FMG/PA 3
POST NUMBER:
DIVISION: Finance and Accounts
BRANCH/UNIT: Project Unit
REPORTS TO: Principal Finance Officer
MANAGES: Project Accountant (FMG/PA 2) and Project Officer (FMG/AT 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

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To implement performance and financial reporting, risk management, and cash flow tools, along with efficient records, administrative systems and procurement processes, to ensure optimal resource use in compliance with regulations and policies.

Job Purpose

Under the direction of the Principal Finance Officer the incumbent ensures the effective and effective management of the project accounts, 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
- Accounting Records Secured
- Control and Tracking System in place
- Functional Accounting System in place
- Reports prepared and submitted
- Information provided upon request

Key Responsibility Areas:

- Advises and make recommendations on project financial matters
- Provides financial information to all relevant senior managers for project(s) evaluation
- Analyze and provide explanation for variation between budgetary allocation and expenditure
- Reviews monthly returns of project accounts from the Project Management and Technical Services Division
- Compiles monthly Capital C reports for submission to MoFPS, Donor/Lending Agencies
- Oversees the maintenance and security of project financial records
- Participates in the preparation of annual budgets for all projects, being undertaken by the Ministry and its Department
- Prepares yearly financial statements for projects; in the prescribed formats, for submission to the Auditor General's Department, as required by the grant/loan agreement
- Prepares responses to audit queries
- Co-ordinates monthly, quarterly and annual cash flow requests in conjunction with Project Managers
- Ensures the timely submission of reimbursement claims for submission to lending/donor agencies
- Operates and reconcile bank accounts on a monthly basis for Donor funded projects
- Signs on financial statements
- Authorises payment vouchers and ensure timely payments
- Participates in the preparation of Project Profiles and submissions to lending /donor agencies
- Verifies funds availability for each project
- Plans, directs, and control the accounting operations of the Projects Unit
- Represents the Ministry at Conferences, Meetings and other Functions as directed
- Assists with preparation of required budgets and strategic plan
- Responds to customers queries on matters relating to the areas of responsibility
- Ensures that standard accounting procedures are adhered to and that records are maintained to meet the requirements of the Financial Administration and Audit Act and the various loan/grant agreements
- Performs any other duties assigned

Performance Standards:

This job is satisfactorily performed when:

- Accounting records are accurate, current and presented in the agreed timeframe and in accordance with the established policies, practices and procedures
- Reports are accurate, comprehensive and submitted within the agreed timeframe and format
- Adequate control and tracking systems are in place
- Confidentiality and integrity are maintained

Internal and External Contacts (specify purpose of significant contacts):

Within the Division

Contact (Title)	Purpose of Communication
Principal Finance Officer	<ul style="list-style-type: none">• Provide advice and contribute to decision making;• Identify emerging issues/risks and their implications, and propose solutions;• Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.
Senior Executives/Management	<ul style="list-style-type: none">• Develop and maintain effective working relationships• Collaborate, exchange information, provide strategic advice, support and feedback
Public Procurement	<ul style="list-style-type: none">• Develop and maintain effective working relationships on matters procurement management and financial resourcing
General Staff	<ul style="list-style-type: none">• Develop and maintain effective relationships• Provide expert advice and exchange information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Provides expert advice on Finance and Accounts matters; and exchange information;• Liaise on key Finance and Accounts issues
Ministry of Finance & Public Service – PEX and PXP	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Receive expert advice; and provide and exchange information;• Liaise on key Finance and Accounts issues.
Auditor General	<ul style="list-style-type: none">• Exchange information on audit queries and related processes
Committees of Parliament related to Financial Affairs	<ul style="list-style-type: none">• Assists/Supports the Permanent Secretary in discussions on the MOJ's Budgets and related matters
Accountant General's Department	<ul style="list-style-type: none">• Provides and receives information regarding central treasury management and payments
Professional Affiliations	<ul style="list-style-type: none">• Provides expert advice and exchange information;• Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	<ul style="list-style-type: none">• Monitors financial transactions and interventions;• Exchange of information.
General Public	<ul style="list-style-type: none">• Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	3	Accountability	3
Compliance	3	Analytical thinking	2
Customer and Quality Focus	3	Attention to Detail	3
Initiative	3	Coaching and Mentoring	3
Integrity	3	Fiscal Management	2
Interpersonal	3	Goal/Results Oriented	1
Oral Communication	3	Leadership	2
Team Work & Cooperation	3	Methodical	3
Time Management	3	Planning and Organising	2
Written Communication	2	Presentation and Reporting	2
		Problem Solving and Decision-making	2
		Resilience	3
		Stress Tolerance	2
		Technical Skills	3
		Use and Application of Technology	1

III. Other Competencies

Comprehensive knowledge of Government's Accounting policies and procedures
Excellent knowledge of the Financial Administration Audit Act and other Government Regulations
Excellent knowledge of the organisation policies and procedure
Tact and decorum when dealing with people

Minimum Required Education and Experience

(a) Specific knowledge (however acquired) required to start:

(b) Qualifications and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University plus at least three (3) years' post qualification experience in senior management position or;
- ACCA Level 2 plus at least three (3) years experience at supervisory level or;
- ASc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND plus at least five (5) years experience in at supervisory level

(c) Continuous Professional Development

- Evidence of continual professional development measures taken appropriate to corporate services management and leadership

Authority:

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

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.