



**GOVERNMENT OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	PRINCIPAL FINANCE OFFICER
POST GRADE:	FMG/PA 3
PROPOSED GRADE	FMG/PA
POST NUMBER:	302330
BRANCH:	FINANCE & ACCOUNTS
REPORTS TO:	CLERK TO THE HOUSES
ACCOUNTABLE TO:	CLERK TO THE HOUSES
MANAGES:	1 Final Accounts Manager 1 Accounts Payable and Payroll Manager 1 Budget Manager 1 Secretary

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 OBJECTIVE

1. To efficiently and effectively manage the financial resources of the Houses of Parliament and Commissions of Parliament in accordance with the Financial Administrative and Audit Act (FAA Act), Regulations and Instructions emanating therefrom;
2. To manage the preparation and submission of timely and accurate financial accounts;
3. To participate in strategic planning and budget processes of the Houses of Parliament and to provide advice and recommendations re strategies and objectives;
4. To lead/manage the Financial Accounts Section in the achievement of the above-mentioned strategic objectives;

JOB PURPOSE

The Principal Finance Officer is responsible for the overall financial management and accounting of the Finance & Accounts Branch of the Houses of Parliament and is the Chief Advisor to the Clerk to the Houses on all financial matters relating to the expenditure budgets and other funds operated for the entity.

The incumbent leads the Budget preparation process to ensure that all parties involved within the Houses of Parliament (HOP) conform to the Government of Jamaica's regulations and policies.

KEY OUTPUTS

- Budget and supplementary estimates prepared;
- Financial reports including Cash Flow statements and variance analysis produced;
- Monthly and annual financial statements submitted to the Auditor General and the Financial Secretary;
- Settlement of accounts payable;
- Respond to audit queries;
- Budget expenditure effectively managed;
- Accurate reporting and completeness of the Payroll and Expenditure process;
- Cheques signed;
- Branch Strategic, Operational and Work Plans developed, approved and implemented;
- Performance Management reports prepared;
- Control maintained over the level of public expenditure;
- Cash and other assets and resources managed
- Probity, accountability, transparency and value for money achieved in the management of the Department's finances

KEY RESPONSIBILITY AREAS

Management and Administrative

- Develops and recommends for approval, proposals for policies and procedures in respect of accounting, financial forecasting and budgeting, preparation of expense accounts,

compilation of financial statements/statistics and implements and administers such policies and procedures when approved.

- Develops/reviews and implements operational systems and procedures to enhance the workflow of the Branch and monitors and ensures adherence to established policies and procedures.
- Develops and implements the Branch's Strategic and Operational plans and budget.
- Oversees the preparation of the financial report & systems for internal and external audits; reviews audit reports and ensures queries and recommendations from internal and external auditors are promptly and appropriately addressed.
- Plans and develops financial programmes to ensure the effective allocation and utilization of the Department's financial resources.
- Establishes mechanisms for monitoring expenditure and provides immediate feedback to Clerk to the Houses on such systems which will ensure expenditure is not in excess of the budget.
- Advise the Clerk to the Houses and the senior management team on the financial performance of the Department and on its financial status.
- Provides expertise and advice on the HOP's expenditure management as required.
- Manages the budget of the HOP and the Office of the Leader of the Opposition including forecasting financial position.
- Establishes systems of control and risk management within the branch that is focused on ensuring the branch's activities are:
 - In compliance with relevant organisational policies and GOJ rules and regulations
 - Focused on the achievement of strategic targets and objectives performed in a manner which does not threaten the continued existence of the entity and the ability to meet its goals
 - Ensures that performance deficiencies highlighted by subsequent audit reviews are addressed at the earliest possible time
- Prepares, reviews and submits Progress, Annual, Special and other reports as required and ensures timely submission of all documents/information requested from the Branch.
- Represents the HOP on financial matters at appropriate meetings, conferences and other fora as required.
- Lead the HOP's Budget preparation process in order to ensure that all divisions/branches/sections conform to the respective policy of the Government of Jamaica.
- Ensures compliance with HOP policies in respect of revenue, charging of fees, principles of full cost recovery and cost centre accounting.

Technical/Professional Responsibilities

- Efficiently and effectively manages the financial resources of HOP in accordance with the FAA Act, Regulations and its Instructions emanating therefrom, and Government of Jamaica Procurement Policies and Procedure.
- Facilitates proper expenditure management and control in the organization, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act.

- Ensure that an appropriate budgeting system is in place and ensure that budgets are submitted within the timeframe set by the Ministry of Finance and the Public Service and in keeping with the Ministry's guidelines and procedures.
- Ensure 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.
- Ensure that the budget requests from the divisions/branches/sections are closely analyzed to determine that they reflect the level of allocations and guidelines established by the Department's senior management team and are supported by realistic implementation plans where applicable.
- Ensure that guidance is given where necessary to divisions/branches/sections, in the preparation of the narrative in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Strategic Plan.
- Ensure that the consolidated budget estimate of the HOP is submitted to Ministry of Finance and the Public Service in conformity with the prescribed guidelines and time schedules.
- Ensures the proper certification and authorisation of payments in accordance with the provisions of the FAA Act Regulations and its Instructions and implement an adequate system for checking, certifying and authorising payments in accordance the FAA Act, its Regulations and Instructions.
- Implements effective procedures and systems to ensure the adequate protection of physical and financial resources.
- Monitors the payment for goods and services and other contractual obligations to ensure that deadlines are met.
- Establishes and implements an effective system to prevent incidence of overdraft on any official bank accounts.
- Manages and maintains banking signatory records.
- Manages and monitors the credit card expenditure and reports.
- Maintains an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.

To maintain control over the level of public expenditure ensuring that expenditures are kept within budgetary limits

- Has overall responsibility for cash management.
- Allocates the monthly and quarterly warrants in accordance with the organisation's objectives.
- Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control.
- Effects the proper collection of revenue and other receipts and ensures the timely and safe lodgment of same in keeping with the provisions of the FAA Act and its Instructions.
- Ensures that all amounts receivable is collected and properly brought to account.

- Manages the monthly reconciliation of Miscellaneous Revenue Collections with the Accountant General.
- Reviews weekly, all bank accounts to ensure that there are no large idle cash balances.
- Ensures that unpaid bills and other commitments are kept to a minimum, if not eliminated.
- Ensures that expenditure against the approved budget is met only from the warrant allocation and not from unauthorized source e.g., withholding statutory and other approved deductions, by diverting revenue etc.

Ensures that the Department has a proper and effective system of internal control

- Analyses areas of risk in the department's operations.
- Assigns resources to undertake special assignments
- Ensures that sanctions are applied to accountable officers who are not in compliance with the legal and policy framework
- Ensure appropriate arrangements are in place for high ethical standards in the department
- Calls for periodic budget reviews in targeted divisions, branches and sections.
- Establishes special projects to effect improved public expenditure control and management as required.

Manages the preparation and submission of timely and accurate financial statements to the Auditor General, the Financial Secretary and all other external and internal users:

- Maintains proper records of the organization's financial affairs including the preparation of monthly accounts, financial reports, and annual appropriation accounts in accordance with the requirement of the Ministry of Finance and the Houses of Parliament and in keeping with the FAA Act.
- Ensures that a sound system of management accounting and reporting is in place to meet operational requirements of the Department.
- Liaises with representatives from the bank regarding collection of documents and reconciliation of the Branch's accounts.
- Implements a proper system for providing accounts that are true and fair and are in accordance with international accounting standards and guidelines issued by the Financial Secretary.
- Ensures that deadlines prescribed by the FAA Act for the preparation and submission of monthly and annual accounts as well as ad-hoc reports requested by the Financial Secretary are complied with.
- Reviews the relevant reports and documents for accuracy and proper authorisation and sign accordingly.
- Ensures that all audit queries are promptly and accurately responded to.
- Implements the instructions/guidelines of the Ministry of Finance and the Public Service and recommendations of the Auditor General, Public Accounts Committee.

Human Resource Responsibilities

- Provides leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching.
- Develops and manages the performance of the branch and its staff, including transferring of skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training
- Participates in the recruitment of staff for the branch within their span of control and recommends transfer, promotion and leave in accordance with established human resource policies and procedures.
- Directs staff assigned to the Branch and ensures they are effectively utilised in order to achieve organisational objectives and enhance their professional and/or personal development.
- Ensures that proper working conditions exist for the staff of the Branch enabling them to undertake their duties efficiently and effectively.
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.
- Ensures the welfare and developmental needs of staff within the span of control are clearly identified and addressed to ensure the maintenance of a cadre of highly motivated and productive employees.
- Ensure that job rotation takes place among the staff within the Branch in collaboration with the Human Resource Branch.
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Branch and the Houses of Parliament.

Other Responsibilities

Perform any other related financial duties which are delegated by the Clerk to the Houses.

PERFORMANCE STANDARDS

- Budget and supplementary estimates prepared within specified timeframes;
- Accurate financial reports including cash flow statements and variance analysis produced within specific timeframe;
- Financial Statements prepared and submitted within established timeframes;
- Timely settlement of accounts payable;
- Level of satisfaction with response to audit queries;
- Budget expenditure effectively managed within agreed limits;
- Quality, accuracy and timeliness of relevant reports prepared;
- High standards of probity, accountability, transparency and value for money achieved in management of department's finances;
- Performance Management reports prepared by specified timeframe;
- Work plans prepared by specified timeframes;
- Payment vouchers and payroll properly authorized;
- Cheques signed in a timely manner.

INTERNAL AND EXTERNAL CONTACTS

Internal

Contact (Title)	Purpose of Communication
Clerk to the Houses	Regular briefings and advice.
Internal Auditor	Queries and consultations and to provide/receive information
Senior Legislative Counsel	Directives on contracts and on any other legal issues
Budget Committee (Senior Management)	Issues relating to budget
Senior Directors	Budget and expenditure management

External Contacts

Contact (Title)	Purpose of Communication
Accountant General	On issues of public expenditure management
Financial Institutions	Share information, wire transfer & purchase of foreign currency for international travel.
Suppliers/Service Providers	Matters relating to contractual obligations
Ministry of Finance and the Public Service	Issues relating to warrants, monthly cash flow and monthly and annual reports
External Auditors	Audit queries

REQUIRED KNOWLEDGE

- Thorough knowledge of supervisory management practices
- Excellent knowledge of Financial Management and Accounting principles and practices
- Comprehensive knowledge of the GOJ Financial Administration and Audit (FAA) Act, its Regulations and Instructions
- Knowledge of the GOJ Procurement Act, Regulations and Guidelines
- Expert knowledge of Government Accounting standards, principles and practices

REQUIRED SKILLS AND COMPETENCIES

- Excellent leadership and teambuilding skills
- Excellent presentation, oral and written communication skills

- Excellent problem solving and interpersonal skills
- Excellent analytical and judgment skills
- Must be able to work under pressure and meet deadlines
- Excellent planning and organising skills
- Ability to work on own initiative
- Possess high ethical conduct and integrity
- Proficiency in the use of relevant computer applications
- Ability to treat sensitive matters with a high level of confidence

MINIMUM QUALIFICATION & EXPERIENCE:

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- Post-Graduate Degree in Accounting/Financial Accounting or;
- Practising Chartered Accountant and a Member of a designated professional accounting Body or;
- ACCA Level 2 or 3.
- Four (4) years' experience in accounting and financial management operations

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment with no adverse working conditions.
- Required to work beyond normal working hours, if the need arises
- There can be stress especially when meeting numerous critical deadlines

AUTHORITY

- Sign cheques and approve expenditure within stipulated limits
- Recommends leave, disciplinary actions, recruitment and promotion for staff according to established policies and procedures
- Conducts and signs performance evaluation reports for direct reports
- Recommends changes to internal policies as appropriate and needed
- Prepare and recommend budget for the Finance & Accounts Branch