

INSTITUTE OF SPORTS LIMITED

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Manager, Finance and Accounts
JOB GRADE:	FMG/PA 2
POST NUMBER:	
DIVISION:	Finance and Accounts
REPORTS TO:	Administrative Director
MANAGES:	Accounts Staff

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

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Employee

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Date

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Head of Division

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Date

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Date received in Human Resource Division

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Date created / revised

JOB PURPOSE

Under the direction of the Executive Director/Administrative Director pr, The Manager Finance & Accounts prepares the Annual and Supplementary Estimate of Expenditure for the Agency and manages all procedures in respect of all payments, disbursements and final accounts. Responsible for the supervision of the Finance and Accounts Unit of the Agency and is the chief advisor to Executive Director/Administrative Director and the Permanent Secretary on all financial accounting matters and analyses. Reports on the financial status of the Agency and monitors their utilization while ensuring the efficient use of allocated resources to satisfy the Agency's mandate and objectives.

KEY OUTPUTS

- Operational / work plans prepared
- Annual and Supplementary Estimate of Expenditures (Budget) for the Ministry prepared
- Budget process for the Ministry coordinated and monitored
- Budget reports and briefs prepared
- Financial statement reviewed, analyzed and reports drafted
- Government of Jamaica (GOJ) policies / procedures and guidelines monitored and maintained
- Sound advice and technical support provided
- Efficient and effective employees
- Performance appraisals for direct reports conducted.

KEY RESPONSIBILITY AREAS

A. Management / Administration Responsibilities

- Ensures that the Unit's output conforms to acceptable standards and practices which are specified and relevant to its operations;
- Analyses Ministry of Finance and the Public Services Budget call in consultation with the Director of Finance and other Senior Directors of the Ministry;
- Rationalizes and prioritizes programmes, activities and projects vis-a`-vis cooperate objectives as set out in the Ministry's Business Strategic Plan to match expenditure ceiling given by the Ministry of Finance and the Public Service;

- Prepares and issues instructions and deadlines to Director for the preparation and submission of their budgets proposals;
- Monitors the smooth and efficient operation of the system for the maintenance of accounts resulting in the timely and accurate preparation and submission of financial information.
- Advices / directs Direct Reports, Directors, Agencies and Departments within the Ministry's portfolio on the resolution of issues and problem;
- Prepares and submits periodic reports to the Director of Finance on the performance of the section or any specific issue and problems;
- Develops and manages the performance of the Unit and its staff, including transferring, skills motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients,
- Ensures that the unit provides a consistently high level of service to its clients.

B. Technical / Professional Responsibilities

- Advices the Director of Finance promptly of any shortfall in cash flow from warrant, and where issued are less than expected.
- Ensures equitable allocation of warrants among Departments and Agencies based on budgets along with any immediate priorities;
- Advises the Director of Finance of any deterioration in the financial situation of agencies and department in the Ministry;
- Obtains quarterly or monthly progress reports on physical performance from Programme Managers / Agencies on quarterly and monthly financial reports on their actual expenditure.
- Analyses and evaluates reports submitted by Programme Managers in conjunction with the Strategic Planning Unit, matching performance against the Strategic Plan, the budget and the Warrant Allocation;

- Links subsequent Allocations with performance and where necessary make recommendations for virement;
- Scrutinizes Cash Flow request which should be supported by Implementation Plan from Programme Managers;
- Conceptualizes and creates budgets for the Ministry, its Agencies and Departments, utilize GOJ's regulations, standards, policies and procedures to substantiate facts so that any and all reports which are presented to an oversight body must be able to stand scrutiny;
- Ensure that proper systems and procedures are in place for adequately capturing all accounts payables in the correct period to which they relate;
- Ensures that proper systems and procedures are in place accurate and timely settlement of claims in respect of Accounts Payable, Wages and all other payment; and that such payments are made in accordance with the Financial Management Framework, Financial Administration and Audit Act, its Regulations, instructions and Procurement Policy;
- Commits and executes payments for Ministry which includes:
 - ✓ Liaises with the Procurement Unit of Ministry to ensure that the proper guidelines are followed;
 - ✓ Liaises with Financial Management Department at the Office of the Prime Minister (OPM) to ensure that funds are in place;
 - ✓ Liaises with the payments Department at OPM to ensure that commitments are done and payments are processed; and
 - ✓ Ensures that all requisite sign-offs and authorizations are complete.
- Certifies of payments;
- Manages and executes budgets for the Ministry, its Agencies; this includes daily monitoring of systems, procedures, internal controls and all expenditure items to ensure that they are in keeping with the requests of Parliament.
- Prepares and presents monthly submissions to the Minister of Finance and the Public Service for the Jamaica Public Service (JPS), Internet and Phone service providers (FLOW / Digicel), National Water Commission (NWC) and GCT direct payments made by the Accountant General's Department for the Ministry and all its Agencies.
- Prepares monthly Cash Flow reports for the Ministry and its Agencies for submission to the Ministry of Finance and Planning by the 10th work day of each month for the subsequent month.

- Prepares Expenditure reports by the 14th of work day of each month for the previous month. These reports are related to the Ministry and its Agencies.
- Liaises with the Office of the Prime Minister with respect to the preparation of the Appropriations Accounts reports for the Ministry; these are final accounts prepared at the end of each year. These reports are sent to the Ministry of Finance and Planning and the Auditor General's Department.
- Liaises with all Divisions and Units in the Ministry as well as Agencies and Departments of the Ministry, in order to resolve any queries raised on audit findings and draft appropriate responses for review.
- Attends meetings of the Ministry's Procurement Committee convened to review and approved requests for the procurement of goods and services in accordance with GOJ Procurement Guidelines.
- Attends the presentation made by the Minister on behalf of the Ministry, to the Finance Committee of Parliament.
- Attends the presentation by the Permanent Secretary on behalf of the Ministry, to the Public Administration and Appropriations Committee (PAAC) and the Public Accounts Committee (PAC) to support and provides relevant financial information when requested.
- Provides advice to the Director of Finance, The Permanent Secretary, Heads of Agencies, Senior Directors, Directors and other relevant personnel on matters related to budgeting and financial planning.

C. Human Resource Management Responsibilities

- Develops and manages the performance of the unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the unit by ensuring that established systems and procedure are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the division and participates in the administration of staff benefits in keeping with established human resource policies;

- Recommends / administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management and Development Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the division and personal development and career advancement of employees;
- Foster teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

D. Other Responsibilities

- Represents the Ministry and or Agencies and Departments at meetings, conferences and other for as requested.
- Prepares reports and budgets briefs for the Honourable Minister, the Permanent Secretary and the Ministry of Finance and Public Service on request.
- Established and maintains effective working relationship with the Ministry's associated agencies and other affiliates;
- Performs any other duties which may be assigned from time to time by the Director of Finance or Permanent Secretary.

PERFORMANCE STANDARDS

- The GOJ Performance Monitoring and Evaluation System are supported through the strategic planning, monitoring and evaluation process and timely preparation of required reports.
- Budgets, Financial Statements, Estimates of Expenditure and Work Plans are drafted and analyzed within a timeframes that supports the Ministry's strategic objectives and by so doing, supports the Ministry in achieving desired income.
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- Financial Statements for all Agencies and Departments are reviewed and analyzed and the relevant reports are completed within the stipulated timeframes.
- Coordinated and completed budgets for the Ministry as well as related Agencies and Departments are submitted in the required timeframes and expenditures are kept within agreed limits with substantiated reasons if they are not.
- Timeless of all commitments and payments.
- The number of valid audit queries.
- The number of breaches of the FAA Act, its Regulations and Instructions.
- The number of instances of overpayment or incorrect payment.
- The response time in replying to audit queries.
- The various reports to the Director of Finance on budgetary compliance and financial management are delivered within the required timeframe.
- Requests to attend Public Accounts Committee Meetings are not forthcoming.
- Sound and prudent advice / recommendations are provided and in keeping with established guidelines and regulation;
- Performance Appraisals for the direct report (s) should be completed within the established time frame, and developmental needs identified, formulated, implemented and monitored;
- Welfare needs of direct reports are adequately addressed in order to promote their efficiency and effectiveness;

- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct;
- High ethical standards are maintained in the conduct of professional and personal business;
- Harmonious relations are maintained with staff members and external contacts.

LIAISON

INTERNAL CONTACTS:

POSITION TITLE	PURPOSE OF COMMUNICATION
Permanent Secretary	To provide information
Head of Division – Administrative Director/Executive Director	To provide information and receive guidance
Heads of Divisions / Agencies of the Ministry	Advice, guidance and share information

EXTERNAL CONTACTS:

POSITION TITLE	PURPOSE OF COMMUNICATION
Ministry of Finance and the Public Service	To provide information and receive guidance
Office of the Prime Minister (Finance Department)	To obtain / share information and data through collaboration and synergies.
Accountant General’s Department	To provide and receive information
Auditor General’s Department	To provide information and receive guidance
Other External Stakeholders	To obtain / share and collaborate

REQUIRED COMPETENCIES

#	Functional / Technical Competencies	Levels
1	Excellent knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act;	
2	Sound knowledge of the public sector budget preparation and administration;	
3	Knowledge risk management, calculus, statistics and their applications	
4	Customer and quality focus	
5	Knowledge of relevant software applications and skilled in financial modeling techniques;	
6	Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems	

#	Core Competencies	
1	Oral and written communication skills	
2	Analytical Thinking	
3	Problem solving and decision making	
4	Planning and organizing	
5	Team work and cooperation	
6	Leadership	
7	Integrity	
8	Interpersonal skills	
9	Managing External Relationships	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, Management Studies or its equivalent from a recognized institution; or
- ACCA Level 2; or
- ASc. Degree in Accounting from a recognized institution along with the successful completion of the Diploma in Government Accounting Course
- Eight (8) year's related experience with at least five (5) years at the middle management level
- Training / certificate in Supervisory Management or Human Resource Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment.
- There can be high pressure when deadlines are to be met

AUTHORITY

- Recommends budgetary requirements for the Ministry;
- Recommends expenditure from the approval budgetary allocation of the Ministry.
- Certifies payments.