



Accountant General's Department

Come Work with Us

Job Description & Specifications

The
Nation's
Treasury



Treasury.gov.jm



facebook.com/accountantgeneralsdep
artment



twitter.com/accountantgeneral

2025



Improving non-stop

**DIRECTOR
GOVERNMENT
SHAREHOLDINGS**

21 Dominica Drive, Kingston, Jamaica

Job Description

Job Title: Director Government Shareholdings

Post Number: 1955

Job Level: FMG/PA 3

Department: The Accountant General's Department - A Department of the Ministry of Finance and the Public Service

Reports to: Assistant Accountant General - Banking Arrangements & Government Shareholdings

Direct Reports: N/A

This Job Description has been approved by the Accountant General and 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. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created /revised

1. STRATEGIC OBJECTIVE

The Government Accounting and Reporting Division is responsible for adoption and compliance with cash basis International Public Sector Accounting Standards (IPSAS); consolidated fiscal accounting and reporting; banking authorizations and arrangements; consolidation of Government cash resources; and oversight for Government shareholdings in public bodies.

This division is the seat of Government accounting standards, ensuring that IPSAS are adhered to throughout the public sector; that effective financial systems and procedures are established throughout the public sector, are being consistently followed, and are in line with best practice and legal requirements; that Government accounts and reports are prepared according to set regulations, laws guidelines; that the annual financial statements and consolidated fiscal reports are prepared and presented to the Ministry of Finance and Public Service and other stakeholders.

It is responsible for the closure of all non-revenue Government bank accounts to the Treasury Single Account; the issuance of authority for the opening and closing of accounts; the management of Government's banking arrangements to consolidate the vast majority, if not all Government accounts in a single account or a set of linked accounts to permit a daily consolidated view of Government's cash balances; and to ensure that revenues due to the Government are paid into the Treasury Single Account / Consolidated Fund without delay.

2. JOB PURPOSE

The Government Shareholdings Director is responsible for overseeing the shareholdings of the Government and accounting for all Government securities. The incumbent will implement systems that allow for the safe custodianship of share certificates and maintain an accounting of all Government investments in public bodies. The incumbent will administer the public sector investment policy, safeguarding the Government from undue risks. Liaise for audit reports, manage assets, represent at AGMs, and ensure dividend payments to the Consolidated Fund.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Implementation of public sector investment policy;
- Oversight for the shareholdings of the Government and custodianship for all share certificate documents received in regards to those shareholdings;
- Maintenance of accounting of all Government investments in public bodies.

3. KEY OUTPUTS

- Government investments in public bodies monitored and accounts maintained;
- Shares Register;
- Statement of Capital Investments of the Consolidated Fund/TSA showing transactions for the year of account, the securities held and the proportion of equity held on behalf of the Government at the end of the respective year (Statement F);
- Briefs on various Government entities, including analysis of the entities' financial statements;
- Report on assets forfeited under forfeiture to the crown under the Dangerous Drugs Act.

4. KEY RESPONSIBILITIES

Technical

- Implement and maintain systems and processes that ensure the safe custodianship of government shareholdings, safeguarding the value and integrity of the Government's equity investments
- Ensures that assets are properly recognised, measured and carried in the books;
- Maintains the shares register and ensures it is updated when new companies are formed or when Government divests its shareholdings;
- Ensures proper protocols are followed when removing or disposing of physical share certificates;
- Effects the necessary transfer when Government obtains an interest or no longer has interest in an entity;
- Engage with Government entities, including relevant stakeholders, to ensure transparent communication, proper reporting, and informed decision-making. Including liaising with Company Secretaries and Management to obtain available financial information and reports on the operations of government entities;
- Conduct detailed reviews of financial statements and other key financial information in accordance with IPSAS or International Financial Reporting Standards (IFRS) to assess the financial health of Government entities and ensure compliance with governance standards;
- Analyze information and prepare comprehensive reports in advance of the General Meetings of Government entities;

- Ensures that the legal procedures for proper conduct of General Meetings of Government entities are observed in accordance with the Companies Act and the respective Articles of Incorporation (also known as Articles of Association);
- Ensure that corporate governance best practices are followed from a government shareholder perspective.
- Attends Annual General and Extra-ordinary General meetings along with or in the absence of the Assistant Accountant General, Banking Arrangements and Government Shareholdings;
- Liaise with the Ministry of Finance to ensure that any decisions or actions related to Government entities are in line with the Government's strategic objectives and financial regulations and policies.
- Ensures that dividends due to the Consolidated Fund/TSA are paid over;
- Raises relevant questions regarding the operation of Government entities;
- Prepares and submits the Statement of Capital Investments of the Consolidated Fund/TSA;
- Liaises with Auditors to ensure queries are address in a timely manner;
- Planning, executing, and overseeing investment projects
- Ensure proper recognition, measurement, and handling of assets, including revaluation and write-offs.

Any Other Duties

- Any other related duty that may be assigned from time to time.

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- An effective monitoring system is in place for accounting for all Government investments in public bodies in compliance with the Crown Property (Vesting) Act;
- Guidance on custody and maintenance of share certificates and other related matters is provided in a timely manner in close coordination with counterparts in MOFPS, and Government entities;
- Required reports and financial statements are prepared in accordance with stipulated guidelines and timelines, and are IPSAS/IFRS compliant;
- Strategic direction and advice is provided in a timely manner;
- Ad-hoc and out-of-time reports are accommodated;

- Performance targets are met or exceeded;
- There is full compliance with all applicable standards, procedures, regulations and legislation.
- Measure the return on investment (ROI) and overall growth of government-held assets

6. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Accountant General Deputy Accountant General (GAR)	Provides technical support and updates on the Government Shareholdings functions/activities Provides instructions
Assistant Accountant General Banking Arrangements and Government Shareholdings	Provides reports Receives direction, guidance and coaching
The Accountant General's Department Staff	Provides reports on Financial Distribution and Dividend Receipts
Human Resource Management & Development	Receives and provides information regarding leave, training, performance management and other HR facilities

External

<i>Contact</i>	<i>Purpose</i>
Ministries, Departments, Agencies	Receives and provides information
Public Bodies	Receives and provides information
Ministry of Finance and the Public Service	Policy guidance and technical support

7. MINIMUM REQUIREMENTS

A. Minimum Qualifications and Training

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or; ACCA Level 2 or Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

B. Essential Experience and Knowledge

- At least five (5) years' experience in a related field;
- At least two (2) years of experience working at the management level in Accounting or Finance;

- Knowledge of Accounting practices and Applications;
- Strong background in reviewing and analyzing financial statements under International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS);
- Working knowledge of Public Bodies Management and Accountability (PBMA) Act
- Strong knowledge of Corporate Governance Practices and the Companies Act

C. Desirable

- Knowledge of the Crown Property (Vesting) Act, FAA Act, and Financial Instructions

D. Competencies

The incumbent is a public servant who represents the Government at all times; and is expected to work with a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

Core Competencies

- Excellent Oral and Written Communication Skills
- Excellent Problem Solving and Analytical Skills
- Excellent Customer Focus Skills
- Results Focus
- Integrity

Technical Competencies

- Accounting and Reporting
- Knowledge of Legislations, Policies and Procedures

Managerial Competencies

- Leadership
- Emotional Intelligence
- Performance Management

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands

- Pressured working conditions with numerous critical deadlines

Work Environment

- Normal office conditions

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date