

Accountant General's Department



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Job Description & Specification

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**DIRECTOR-
STANDARDS &
POLICIES**

Public Building West, King Street, Kingston, Jamaica

Job Description and Specification

Job Title: Director – Standards and Policies

Post Number: 68828

Job Level/Grade: FMG/PA 3

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

Reports to: The Assistant Accountant General – Government Accounting & Reporting

Direct Reports: (1) Manager Accounting Standards and Policies

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 and guidelines; that the annual financial statements and consolidated fiscal reports are prepared and presented to the Ministry of Finance and the Public Service and other stakeholders.

It is responsible for the closure of all non-revenue Government bank accounts to the TSA; 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 TSA/ Consolidated Fund without delay.

2. JOB PURPOSE

The Director – Standards and Policies will clarify accounting standards to be used by the Treasury, MOFPS and other MDAs (IPSAS Cash) and support the training of staff of AGD and MDAs in their application; The incumbent will ensure that the standard cash IPSAS is rolled out and in use by all MDAs; that the necessary monitoring and training in its use is provided; it is implemented across Government to ensure compliance with accounting and reporting standards which allow for a true and fair presentation and full disclosure of the financial affairs of the Government; and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

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

- To prepare training material to equip Government Accountants to prepare accounts which are compliant with Government accounting standards (Cash IPSAS);

- To promote standards and policies that give a true and fair presentation and full disclosure of the affairs of the Government; including, among others, guidance on accounting standards, accounting policies and Chart of Accounts ;
- To provide necessary guidance for preparation of financial statements by MDAs ad consolidated financial statements at the AGD;
- To ensure sustainable capacity building in the AGD and MDAs to include training, and the production of procedural rules and technical instructions, and the requisite supporting manuals.

3. KEY OUTPUTS

- Sound expert advice and guidance on Government accounting and reporting to support effective public sector financial management;
- Cash IPSAS compliant systems of Government accounting and reporting, and documented policies, standards, and procedures implemented throughout the public sector;
- Accounting standards and policies being properly interpreted and applied throughout the public sector;
- Trained, competent AGD and MDA Financial Officers;
- Guidance on custody and maintenance of Chart of Accounts;
- Divisional, Unit & Individual Work plans;
- Completed Performance Appraisals.

4. KEY RESPONSIBILITIES

Technical

- Oversees the design/amendment, and the management of the implementation and maintenance of, IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Oversees the maintenance of the Chart of Accounts to ensure international financial reporting standards are met;
- Maintains relations between the Treasury and other Government departments in accordance with defined procedures;
- Ensures the provision of financial regulations and issuance of Circulars so that there are adequate systems relevant to public financial management for the general maintenance of accounting systems.

Strategic Leadership

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the unit and the AGD;

- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the unit and Department;
- Assists with the preparation of the Department's annual Strategic Plan and budget, and supports the Assistant Accountant General, Government Accounting and Reporting to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Unit's operational plan and budget ensuring the work of the unit is carried out according to plan, and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Assistant Accountant General, Government Accounting and Reporting, as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed work plans for the Unit;
- Establishes internal control processes required to manage and grow the unit;
- Meets or exceeds unit performance targets.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the corporate Strategic Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of unit staff are clearly identified and addressed.

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:

- Adequate and timely fiscal accounting and reporting advice is provided to the AG, the Executive, and other MDAs;
- Strategic direction and advice is provided in a timely manner;
- Government Accountants have the capacity to prepare accounts which are compliant with Government accounting standards;
- The system of cash IPSAS is effectively rolled out, implemented and monitored in all MDAs as indicated by the MDAs and divisional reports;
- There is full compliance with financial regulations and reporting standards;
- Guidance on custody and maintenance of Chart of Accounts is provided in a timely manner in close coordination with counterparts in MOFPS, MDAs and revenue collection agencies;
- Government orders and circulars relevant to the Division are issued under the appropriate procedures;
- Work plans and unit performance targets are met or exceeded;
- Staff appraisals are done in a timely and objective manner.

6. JOB SPECIFICATION:

a. Minimum Qualification and Training

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or; ACCA Level 2 or; NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

b. Essential Experience and Knowledge:

- At least **8 years** of experience in Accounting;
- At least **5 years** of experience working at the management level in Accounting or Finance, with at least 2 years in the public sector;
- Comprehensive knowledge of Accounting practices and applications;
- **Sound knowledge of how financial markets operate;**
- **In-depth knowledge and experience in all areas of financial management;**
- **Comprehensive knowledge of investment strategies;**
- Knowledge of international Public Sector Accounting Standards (IPSAS);

- Knowledge of Government Accounting;
- Experience in budget management and Chart of Accounts formulation and maintenance;
- Working knowledge of the Finance Administration and Audit Act (FAA Act);
- **Knowledge of banking operations.**

Desirable

- Knowledge of public treasury operations

c. Competencies

The incumbent is a senior public servant who represents the Government at all times, and who is expected to lead a team 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:

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including the ability to determine priorities, and set medium and long term goals.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.

- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.
- **Ability to work effectively under pressure**

7. 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