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Job Description & Specification



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**MANAGER  
ACCOUNTING  
STANDARDS &  
POLICIES**

## Job Description

**Job Title:** Manager Accounting Standards and Policies

**Post Number:**

**Job Level/Grade:** FMG/PA 2

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

**Reports to:** The Director – Standards and Policies

**Direct Reports:** N/A

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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:

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Accountant General

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Date

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Date received in Human Resource Unit

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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 Treasury Single Account (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 Manager, Accounting Standards and Policies ensures that the standard cash IPSAS is rolled out and in use by all Ministries, Departments and Agencies (MDAs); that the necessary training and monitoring is provided; it is implemented across Government to ensure compliance with standards that give a true and fair presentation and full disclosure of the 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 ensure that the AGD promotes standards that give a true and fair presentation and full disclosure of the affairs of the Government; including, among others, accounting standards, Chart of Accounts, payment processing, and internal controls;
- 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 policies, standards and procedures to support effective public sector financial management;
- Standard, IPSAS compliant systems of Government accounting and reporting;
- Documented policies, standards, and procedures implemented throughout the public sector – reference manuals;
- Accounting standards and policies being properly interpreted and applied throughout the public sector;
- Guidance on custody and maintenance of Chart of Accounts;
- Systems of internal control established and implemented;
- Trained, competent AGD and MDAs Financial Officers.

### **4. KEY RESPONSIBILITIES**

#### Technical

- Participates in the development/amendment, implementation and maintenance of, IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Develops, revises or evaluates and approves accounting and financial management manuals and guidelines, hand outs, brochures etc. for use in the public sector and ensure the proper distribution of these documents to the relevant officers;
- Co-ordinates the training needs analysis of finance and accounting officers in the public sector;
- Collaborates with the Training and Development Manager to develop and deliver co-ordinated and integrated training programmes for finance and accounting officers in the public sector;
- Creates system to monitor the effectiveness of training courses against standards, oversees the analysis of results, and takes corrective action in the event of poor results;
- Provides guidance to the AGD and MDAs on custody and maintenance of Chart of Accounts;
- Maintains relations between the Treasury and other Government departments in accordance with defined procedures;
- Distributes financial regulations and issues Treasury Circulars so that there are adequate systems relevant to public financial management for the general upkeep and maintenance of accounting systems;
- Conducts research and recommends changes to policies, procedures and systems to enhance PFM;
- Assists with the establishment of internal control systems;
- Deputizes for the Director Standards and Policies as and when required.

#### 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:

- The system of cash IPSAS is effectively, implemented and monitored in all MDAs as indicated by the MDAs and divisional reports;
- Financial regulations and Treasury Circulars are issued to MDAs so that there are adequate systems relevant to public financial management for the general upkeep and maintenance of accounting systems;
- Guidance on custody and maintenance of Chart of Accounts is provided in a timely manner;
- There is full compliance with financial regulations and reporting standards;
- Government orders and circulars relevant to the Division are issued under the appropriate procedures.

### 6. JOB SPECIFICATION:

#### 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; NVQJ Level 5, Accounting; or ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

#### b. Essential Experience and Knowledge

- Six (6) years of experience in a related field with at least two (2) years in a similar position;
- Comprehensive knowledge of Accounting practices and applications;
- Comprehensive knowledge of international Public Sector Accounting Standards IPSAS;
- Comprehensive knowledge of the FAA Act and other relevant Acts and regulations;
- Knowledge of Government Accounting;
- Comprehensive knowledge of the public finance legal framework;
- Comprehensive knowledge and experience of GoJ operations and of public sector issues;
- Sound understanding of the public expenditure policy environment and the aims and methods of public sector modernization.

### c. 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:

- **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.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including 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.
- **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.
- **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.

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Name of Employee

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Signature of Employee

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Date

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Name of Supervisor

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Signature of Supervisor

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Date