

## Job Description

<b>Job Title:</b>	Director, Technical Research
<b>Department:</b>	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	Assistant Accountant General, Technical Research, Accounting Standards and Policy
<b>Direct Reports:</b>	N/A

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### 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, Technical Research is responsible for executing evidence-based research and analysis mechanisms to inform the development of policy initiatives and best practices to support the modernization of the GOJ Accounting systems and related procedures, standards, and guidelines. The Director is also responsible for providing technical advice on public financial management mechanisms to key stakeholders with a focus on financial accounting and reporting.

The incumbent is responsible for providing guidance on interpretation of accounting standards and policies to be adopted or applied throughout the public sector. The Director will conduct thorough and demand-driven analysis, and generating research-derived evidence, whilst maintaining adherence to international best practices. The Director also collaborates closely with various units, the Ministry of Finance and the Public Service, MDAs, and other relevant entities to ensure comprehensive data gathering. With specialized training in research and policy, the Director is tasked with delivering exceptional communication skills, driving the production of high-quality research reports, and actively participating in strategic planning effort.

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

- To provide evidence-based research and analysis to support the modernization of the Government's Public Financial Management (PFM) systems, particularly focusing on financial accounting and reporting mechanisms.
- Develop policies, procedures, standards, and guidelines aligned with international best practices.
- To provide technical advice on public financial management issues to key government stakeholders, ensuring that research findings inform effective decision-making, policy development, and the ongoing improvement of the Government's financial management systems.
- To ensure research databases are maintained executing research studies, crafting policy briefs and related reports, and adhering to international best practices, methodologies, and research approaches.
- Closely collaborate with various units within the Department, the Ministry of Finance and the Public Service, MDAs, and other pertinent data-gathering entities as necessary.

**KEY OUTPUTS:**

- Actively contribute to the Department's strategic planning efforts, ensuring alignment with PFM modernization goals and objectives;
- Develop research proposals and detailed research plans, ensuring comprehensive data collection;
- Successful coordination and collaboration with MDAs and other relevant stakeholders to gather data and ensure comprehensive research input;
- Utilize qualitative, quantitative, and diverse research methodologies to ensure valid and reliable information;
- Critique research data and findings, offering recommendations based on rigorous analysis;
- Identify priority research areas, proposing outlines and research specifications for consideration;

- Provide timely and high-quality research outputs that support the development of government policies, standards, and procedures in line with international best practices;
- Provide clear, actionable, and evidence-based policy recommendations to enhance the government's financial management systems and PFM reforms;
- Prepare and review research papers and reports, presenting results clearly in oral, written, and graphical formats;
- Use innovative means, such as infographics, to facilitate the public's understanding of complex data;
- Stay abreast of new accounting standards, public financial management metrics, and research and policy developments internationally and within the AGD and MDAs;
- Sound expert advice and guidance on Government accounting and reporting policies and procedures to support effective public sector financial management;
- Accounting standards and policies being properly interpreted and applied throughout the public sector.

### 3. KEY RESPONSIBILITIES:

#### *Technical*

- Actively contribute to the Department's strategic planning efforts related to PFM modernization;
- Conduct comprehensive research projects on public financial management systems, and international accounting standards. Conduct in-depth analysis to inform policy decisions and initiatives aimed at modernizing government financial reporting and accounting functions;
- Develop policy research proposals, detailed research plans, and ensure comprehensive data collection;
- Utilize qualitative, quantitative, and diverse research methodologies to gather valid and reliable information;
- Maintains research databases required to support research and policy analysis activities;
- Reviews and provide feedback on accounting standards, position papers and other documents and propose measures by which they can be effectively addressed;
- Executes policy research and analysis of research tools to be applied in the development of accounting and financial reporting policies;
- Analyses the feasibility of proposed and existing accounting standards and policies to drive the public financial management measures and GOJ's priorities;
- Identifies issues for accounting and financial reporting policy development or modification through the review of entity performance reports or policy evaluation reports and other related sources;
- Develops, presents and disseminate policy briefs and research studies for consideration;

- Develops or analyses policy recommendations and prepares and presents related reports; including preparation of high-quality research reports using innovative means like infographics to facilitate public consumption of complex data,
- Produce high-quality, evidence-based research reports, policy briefs, and recommendations. Ensure research findings are communicated clearly, effectively, and in a manner accessible to stakeholders at all levels, including senior government officials;
- Prepares and reviews draft Cabinet Submissions, and Briefs, as may be required;
- Provide expert technical advice on PFM mechanisms to the Department, and other government entities. Ensure that all research, advice, and outputs are aligned with International best practices, including other relevant international standards and frameworks;
- Monitor and assess the implementation of policy initiatives and projects related to the development of financial management systems, providing ongoing recommendations for improvements;
- Cultivate partnerships with GOJ entities and stakeholders sharing common research interests;
- Collaborate with senior leadership and other key stakeholders to develop, review, and update financial management policies and guidelines based on research evidence. Ensure alignment with international best practices and evolving global standards;
- Keep abreast of new accounting standards, public financial management metrics, and research and policy developments internationally and within the AGD and MDAs;
- Develop, implement, and manage systems to meet the Division's information needs;
- Prepare annual work plans for policy analysis and research studies,
- Participate in strategic planning meetings and workshops;
- Any other related duties that may be assigned from time to time.

#### 4. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Contribution to the successful implementation of the Department's strategic plans and objectives related to PFM modernization;
- Adoption of research findings in policy development and PFM reforms;
- Successful integration of research-derived evidence into new or revised policies, procedures, and guidelines;
- Research tools developed in keeping with international standards; Ensure data is gathered and maintained in a timely and accurate manner;
- Research databases are maintained;

- Research, statistical analysis, reports on activities prepared are accurate, comprehensive and submitted within agreed time frame. Including monitoring and evaluation reports demonstrating the effectiveness of research in advancing strategic goals;
- Policy briefs, policy recommendations, research studies, and reports developed are of high quality and produced in the agreed time frame; including cabinet submissions.
- Accounting standards and policies being properly interpreted and applied throughout the public sector;
- Sound expert advice and guidance on Government accounting and reporting to support effective public sector financial management, and provided in a timely manner;
- Financial policies and circulars relevant to the Department are issued under the appropriate procedures;
- Stipulated deadlines are consistently met;
- Files are accurate and up-to-date;
- Presentation effectiveness and impact of oral, written, and graphical presentations.

## 5. JOB SPECIFICATION:

### a. Qualification and Training

- A minimum of a Bachelor's degree in a relevant field such as Social Sciences, Public Policy, Economics, Political Science, or a related discipline.
- Training in policy analysis and development, research theory, and methodologies.

### b. Essential Experience and Knowledge:

- At least three (3) years' relevant experience in the related field conducting research and producing written evidence-based reports;
- Knowledge of Accounting and Financial Management principles and practices
- Excellent technical writing, public speaking and presentation skills
- Proficient understanding of research strategies, methods, and techniques.
- Relevant experience in designing, conducting, and analyzing research, with the ability to translate findings into practical policy recommendations.
- Proficient in the use of statistical software
- Proficient in statistical analysis and data interpretation

### c. KEY COMPETENCIES:

#### Core Competencies

- Oral and Written Communication Skills

- Problem Solving and Analytical Skills
- Customer Focus
- Results Focus
- Integrity
- Leadership
- Performance Management
- Emotional Intelligence

**Technical Competencies**

- Accounting and Reporting
- Project Management
- Knowledge of Legislation, Policies, and Procedures

**6. 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