



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

DIRECTOR FINANCE AND ACCOUNTS (FMG/PA 3) INSTITUTE OF FORENSIC SCIENCE AND LEGAL MEDICINE

SALARY SCALE: \$2,097,527.00 - \$2,493,300.00 PER ANNUM

TRAVELLING ALLOWANCE: \$707,448.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for managing the Institute of Forensic Science and Legal Medicine's (IFSLM) Budget by ensuring efficient and cost-effective use of funds in achieving corporate and operational objectives. Additionally, the incumbent must ensure systems and procedures are in place to facilitate and maintain high standards of probity, transparency, accountability and value for money in accordance with the Financial Administration and Audit (FAA) Act and other applicable guidelines.

Key Output

- Budget and cash flow prepared and submitted;
- Cash and other assets and resources managed;
- Payments systems developed and managed;
- Payments authorized;
- Strategic and Operational Plans prepared
- Monthly/Quarterly/Annual/Special financial statements prepared and submitted;
- Planned and actual revenue and public expenditure reported;
- Internal control mechanisms established and maintained over the level of public expenditure;
- Staff activities planned, organized, and directed;
- Performance Management Documentations (Individual Work Plan and Performance Evaluation Reports) prepared;

KEY RESPONSIBILITIES:

The duties and responsibilities include but are not limited to the following:

Management/Administrative Responsibilities

- Oversees the creation of the Unit's strategic and operational plans, and budgets Assists in developing and updating objectives and strategies of the Division's Strategic and Operational Plan;
- Participates in the quarterly evaluation of the performance of programme/sectional managers in achieving the objectives and strategies of the Institute;
- Advises the Executive Director, Principal Financial Officer and Permanent Secretary on the financial performance of the Institute and on its financial status;
- Provides expert advice and specialist assistance to the Executive Director and Programme/sectional Managers;
- Prepares Progress, Annual, Special and other reports to facilitate obligatory reporting requirements;

Technical/ Professional Responsibilities

- Reviews operations to ensure effectiveness and efficiency of systems and procedures by identifying, measuring and capturing information relating to each accounting period and the financial year;
- Ensures proper systems and procedures are in place for accurately capturing all accounts payable in the correct period to which they relate.
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate.
- Ensures efficient systems and procedures are in place for the accurate and timely settlement of accounts payable, payroll and all other payments; and that payments are made in accordance with the Financial Administration and Audit Act, its Regulations and Instructions;
- Monitor systems for checking, certifying and authorising payments, in accordance with the FAA Act, and other applicable instructions and guidelines;
- Manages systems for ensuring accurate computation and payment of salaries and other contractual obligations;

- Ensures an effective system is in place for the prioritisation and settlement of accounts payable;
- Manages internal controls to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;

Human Resource Responsibilities:

- Plans, organizes and directs the work of the Unit,
- Manages the performance of the Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Monitors the Unit's achievement against Strategic and Operational objectives;
- 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 Division provides a consistently high level of service to them.

REQUIRED SKILLS AND COMPETENCIES:

Core

- Excellent leadership and team building skills;
- Excellent analytical and decision making skills;
- Excellent planning and organizing skills;
- Excellent communication skills;
- Problem solving skills;
- Excellent interpersonal and influencing skills;

Technical

- Excellent knowledge of GoJ accounting principles, guidelines and laws
- Skill in operating computerized accounting systems and the Central Treasury Management System (CTMS).

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Accounting or Management Studies with Accounting or Business Administration from a recognised University or
- Association of Certified Chartered Accountant (ACCA) Level 2 or Certified Public Accountant (CPA) or
- ASc – Accounting, MIND along with the Diploma in Government Accounting, MIND
- Five (5) years post qualification experience

Interested persons should forward their application and résumé **NO LATER THAN Friday, July 21, 2017** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacanciesfslab@gmail.com

Subject: Director, Finance & Accounts

Please note that we thank all for responding but only shortlisted applicants will be contacted.