**

 **CAREER OPPORTUNITY**

The **Jamaica Anti-Doping Commission (JADCO)** an agency of the Ministry of Culture, Gender, Entertainment and Sport (MCGES) invite applications from suitably qualified persons to fill the full-time position in the Executive Division.

**Director, Finance and Accounts (FMG/PA 3)**

Under the general direction of the Executive Director, the Director Finance and Accounts directs and oversees the accounting activities of JADCO by ensuring that an efficient and effective system of financial management is maintained to support the achievement of the Commission’s corporate objectives.

**Key Outputs**

* The Commission’s finances are managed in accordance with established guidelines.
* Ensure that the budgetary and cash resources are allocated between programmes, activities and projects and are in line with the Commission’s corporate plan, policy priorities and resource availability;
* Planned and actual revenue and public expenditure reported accurately, promptly and transparently for scrutiny by the Auditor General, the Financial Secretary and Parliament.
* Budget prepared and submitted as per agreed deadline and established guidelines.
* Estimates of Expenditures are properly represented.
* Cash flow projections are prepared and submitted timely.
* Cash and other assets and resources managed
* Monthly and annual financial statements submitted
* Planned and actual revenue and public expenditure reported
* Control maintained over the level of public expenditure, and high standards of performance, value for money achieved in the management of public finances, including projects completed on time and to budget;
* High standards of probity, accountability, transparency and value for money achieved in management of the Commission finances;
* Source of key overall expertise and advice on the Commission’s expenditure management, and representation of the ministry’s interests;
* Succession plan and job rotation strategies developed and implemented for the Finance and Accounts Division.
* Staff activities planned, organized, and directed;
* Individual Work Plan prepared
* Strategic and Operational Plan prepared
* Staff appraisals conducted
* Appropriate and expeditious resolution of complaints and enquiries;
* The performance management appraisals completed in a timely manner.

**KEY RESPONSIBILITIES**

***Strategic***

* Assists with the development of the Commission’s strategic plan and provides senior management team with expert financial advice.
* Manages the Commission’s finances in the achievement of its objectives.
* Plans, directs and organises the work of the Finance and Accounts division and monitor the division’s achievements against targets.
* Participates in the implementation of the Corporate Plan as well as quarterly reviews of the Commission’s performance.
* Participates in the formulation and review of policies, as a member of the Commission’s senior management team.
* Assist Division managers to improve budgeting arrangements by providing guidance on the setting of specific objectives, the costing of related activities and the establishment of measures for monitoring output/performance.
* Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the financial operations of the Commission.
* Establishes and implement systems for reporting of work done against stated and agreed Work Plans for the division.
* Establishes internal control processes required to manage and grow the division.
* Conducts research and recommend changes to policies, procedures and systems to enhance the functioning of the division.

***Technical / Professional Responsibilities:***

* Advices the Executive Director and the Finance & Audit Committee on financial and accounting policies in accordance with best practice and GOJ regulations.
* Oversees the co-ordination of all Fiscal Reporting activities for the Department, including Statutory Reports laid out in the FAA Act.

**Budget:**

* Manage the budgeting system for the Commission in keeping with procedures established by the Government of Jamaica (GOJ).
* Ensure that a budgeting system is in place and ensure that budgets are submitted within the timeframe set by the MoFPS and in keeping with the Commission’s guidelines;
* Ensure that the budget is prepared in accordance with the cceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
* The objectives and strategies of the Commission outlined in its corporate plan; the national economic and policy priorities.
* Ensure that the budget requests from the Divisions/Departments are closely analysed to determine the reflect the level of allocations and guidelines established and are supported by realistic implementation plans where applicable;
* Ensure that the budget requests in respect of para-state bodies are also developed in accordance with the approved objectives and strategies, are realistic and supported by implementation plans, where applicable;
* Ensure that guidance is given where necessary to divisions/departments, in the preparation of the narrative in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
* Ensure that the consolidated budget estimate of the Ministry and its Departments is submitted to MoFPS in conformity with the prescribed guidelines and time schedule;
* Co-ordinates the compilation of the Commissions’ annual budget and supplementary estimates.
* Ensures that the Commission’s budget is prepared in accordance with the ceilings and guidelines outlined in the Budget call.
* Prepares and submits to the Finance and Accounts Committee, reports outlining the financial standing of the Commissions’ overall budget for consideration.
* Rationalizes and prioritises programmes and activities to match ceilings prescribed by the Ministry of Finance and the Public Service in consultation with the Executive Director.
* Analyses areas of expenditure to determine potential savings, efficiencies or possible reconfiguration.
* Prepare the Commission’s Annual and Supplementary Budgets.
* Assists the Executive Director with apportioning the approved budget to reflect the categories of inescapable, priority and other commitments for the relevant financial year.
* Ensures that the budget is reviewed from time to time and adjusted to reflect changing patterns in the levels of funds released through the warrant and bank accounts.
* Ensures that direct details of the Monthly Warrant Allocation are posted to the Commitment Control Registers by head, function, programme and project Activity and Category.
* Ensures the proper maintenance of the Commitment Control Register for the Commission’s Recurrent, Capital A and B Heads by ensuring that Warrant allocations and commitments are posted correctly and promptly.
* Analyzes commitment requisitions from Directors and determine the appropriateness of expenditure, the accuracy of charges and the availability of funds.
* Advises the signals indicating imminent excesses on voted provisions and makes recommendations for adjustments.
* Prepares Estimates of Expenditure Report for the Commission.
* Prepares Cash Management Reports to facilitate reviews for each Head of Estimates on project/activity level.
* Forecasts the level of resources (Budget) that would be required to execute activities for each financial year.
* Ensures timely funding of the Commission Accounts.
* Provides information to assist in the preparation for budgets Commissions programmes.
* Prepares Monthly Budget Execution Reports including an analysis of revenue, expenditure and deficit trends.
* Designs, implements and monitors mechanism for budget execution which materialize in revenue forecasts and payment schedules.

**Finance:**

* Makes recommendation to the Executive Director for additional funding or supplementary re-allocations for the Commission
* Identifies on an ongoing basis, the cash requirements of the Commission and ensures that these are adequately reflected in cash flow requests being submitted to the Ministry.
* Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits.
* Ensure the accurate preparation and prompt submission of financial statements to the Auditors, funding agencies and GOJ.
* Ensure compliance with the financial instructions and the prescribed procedure regarding tenders, contracts and payments.
* Ensures smooth and efficient operations of the payroll, accounts payable and disbursement systems resulting in the timely and accurate settlement of the liabilities of all Heads of Estimates.
* Provides technical advice concerning payables and payroll as required.
* Ensures that miscellaneous revenue is lodged in accordance with the financial instructions.
* Ensures that individual accounts are maintained for Recurrent, Capital and Deposit Accounts and monitors the daily expenditure of each programme/activity/project or object/sub-object.
* Facilitates the opening of new bank accounts as required and ensures that individual bank accounts for deposit and salaries are maintained.
* Authorizes payments and the printing of cheques.
* Manages the processing of General Consumption Tax (GCT) documents monthly include:-
* Uploading to Tax Administration of Jamaica (TAJ), amounts withheld for the Jamaica Anti-Doping Commission (JADCO)

**Accounts:**

* Ensures that proper systems and procedures are in place for the execution, control, reporting of financial transactions and economical utilization of assets.
* Signatory to the Commission’s Salary and Deposit Accounts.
* Performs the duties of Sub-Procurement Accountable Officer:
* By taking responsibility to control the expenditure within funds allocated through establishing and maintaining the prescribed system of commitment, planning and control.
* Ensuring each item of expenditure is supported by the availability of funds for the specific purpose as required by financial instructions.
* Ensures efficient operation of the collection, remittance and bringing to account of revenue.
* Ensures the accuracy of annual returns and timeliness of remitting to the respective agencies.
* Manages the availability of cash flow and working capital to meet business needs.
* Reviews periodically the annual operating, recurrent and capital budgets and cash flows.
* Reviews and updates financial control systems.
* Monitors payables operation to ensure the effectives and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and the financial year.
* Manages the quality assurance efforts to ensure that all payments are effected in accordance with GOJ regulations.
* Administers proper systems and procedures to accurately capture all Accounts Payable in the correct period to which they relate.
* Ensure timely settlement of Accounts payable, Payroll and all other payments and that such payments are made in accordance with the FAA Act, its Regulations and Instructions
* Ensures that unpaid bills and other financial commitments are kept to a minimum and that total expenditure is kept within the Warrant and according to agreed priorities
* Ensure efficient delegation and management of divisional function.
* Ensures the maintenance of internal system of control regarding the authorization of expenditure.
* Monitors daily cash balances.
* Liaise with JADCO officials and the Finance Ministry on issues relating to the expenditures of funds.
* Ensures the accurate and timely payment of monthly salaries and pensions.
* Prepare timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis.
* Acts as a Liaison Officer between Government Departments in accordance with defined procedures.
* Assists with the development, implementation and review of all payroll and pension handbooks, manuals, policies and procedures.
* Oversees the preparation of a cash plan of expenditures and payment profile of expenditures.
* Prepares cash plan table at the beginning of each year on monthly basis based on revenue estimates.
* Prepares, manages and reports on cash plans and cash flow tables.
* Monitors JADCO’s bank accounts and ensure consolidation that the balance in the cash plan prepares monthly revenue forecasts at the beginning of each year based on the approved Budget
* Issues monthly comparative tables between the actual and the projected figures in order to minimize gaps and improve the mechanism adopted, in terms of expenditures and/or revenues projections
* Proactively manages cash flows in a leveraged environment
* Issues adjustments of the monthly forecasts based on available information collected
* Monitor all disbursements from the JADCO’s Account.
* Monitors bank service fees (Commercial and Central).
* Oversees the management of month-end and year-end close and reconciliations.
* Offers technical advice on accounting matters to divisions within the Commission.
* Prepares Annual Statutory Financial Statements of the Government and any other financial statements required by the Executive Director.

***Human Resource Responsibilities:***

* Participates in the recruitment and induction of staff.
* Planning, organising and directing the work of the Division, including overseeing the creation of the Division’s corporate and operational plans, and budgets, and monitoring the Division’s achievement against them;
* Developing and managing the performance of the Division and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
* Contribute to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
* Ensuring that the Division’s staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
* Maintaining effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them.
* Devising job rotation strategy for the division in collaboration with the Human Resources Division.
* Evaluating the performance of the Director Budget, Director Finance and Accounts Payables, Financial Systems Manager and the Special Projects/Public Utility Officer.
* Contribute to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
* Prepares and conducts presentations on role of Division/Unit for the Orientation programme
* Setting agreed individual performance targets and monitoring performance and providing feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities.
* Conduct Performance Evaluations annually.
* Develops and manages the performance of staff of the division, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training.
* Plans, organizes and directs the work of the division by overseeing the development of performance targets for the Units and staff (Unit Operation Plan) based on the Divisional Operation Plan.
* Ensures that the division’s staff has 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.
* Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures.
* Identifies skills gaps and collaborate with the Director Human Resource Management and Administration to develop and implement staff development and Succession Plans to ensure adequate staff capacity.
* Monitors job specific and environmental factors, implements and promotes health and safety policies and mitigates and minimizes workplace hazards.
* Ensures the welfare of staff is clearly identified and addressed.

***Other Responsibilities:***

* Serve as a member on JADCO’s Procurement Committee.
* Serve as a member of the Commission’s Finance and Audit Committee.
* Any other input related to the operations of the Commission and the other entities as required.
* Manages effective working relationships with external and internal stakeholders and clients.

**Required Competencies**

*Core*

* Good Analytical Skills.
* Ability to meet deadlines.
* Sound professional and personal integrity.
* Excellent leadership skills.
* Highest level of confidentiality.
* Ability to plan, organize and coordinate the work of others.
* Well-developed time management and problem solving skills.

*Technical*

* Excellent knowledge of the general operations of the machinery of government, and the Public Sector Finance and Accounting Framework
* Knowledge of the Staff Orders, Administrative Polices, The Financial Administration and Audit Act and other financial instructions
* Proficient in the use of government computerized financial systems and capacity to apply training undertaken to on the job activities
* Proficiency in budgeting and cash management techniques
* Knowledge of Government of Jamaica Procurement Policy Guidelines
* Knowledge of accounting software

**Minimum Education and Experience**

* Post Graduate Degree from a recognised institution in Accounting and or Finance or related discipline with at least Three (3) years post qualification experience.

**OR**

* A Bachelor’s Degree in Finance /Accounting from a recognized University or BBA from a recognised University, or ACCA Level 2 with at least five (5) years post qualification experience.

Applications accompanied by resumes should be submitted **NO LATER THAN**

**April 14, 2022 addressed to:**

 **Executive Director**

 **Jamaica Anti-Doping Commission**

 **1 Ballater Avenue**

 **Kingston 10**

 **Email: execdirector****@jadco.gov.jm**

You are welcome to visit <http://jadco.gov.jm/about/career-opportunities> for more details.

**Further details of the post may be obtained from the HRMA Division and the Website of the Jamaica Anti-Doping Commission.**

**We thank all for responding, however only shortlisted applicants will be contacted.**