

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

The Director, Finance & Accounts, interchangeably referred to as the Chief Financial Officer, under the general supervision of the Executive Director, is responsible for the day-to-day planning, implementation, management and control of the Commission's financial and accounting activities. The incumbent will be required to provide the Commission with strategic financial and accounting guidance; formulate proper financial and accounting planning objectives; formulate a sound budget/financial plan that support the Commission's organizational strategy, implement Results Based Budgeting (RBB) across the Commission and aid in the overall achievement of the Commission's targets.

The incumbent will also be required to provide strategic, financial and accounting leadership in consultation with the Executive Director in the establishment of the Commission's long terms goals.

#### **Major Responsibilities**

1. Prepares the Commission's financial plans including cash flow forecasts and budgets,.
2. Manages the Annual Budget, and expenditure, to ensure adherence to the requirements of the Ministry of Finance & the Public Service (MoFPS).
3. Provides executive management with advice on the financial implications of business activities.
4. Prepares and makes presentation of all required Financial Statements and other financial reports to stakeholders, including the Executive Director and other members of management, Commissioners, Ministry of Finance and the Parliament.
5. Maintains the accounting systems and records to facilitate them generating timely and reliable financial data.
6. Examines and monitors procurement procedures to ensure compliance and prevent irregularities.
7. Approves routine payments of recurrent expenditure items.
8. Spearheads audit planning and management. Acts as the main liaison with the Internal Auditors to facilitate timely completion of the annual and any other required audits
9. Implements a robust system of checks and balances to cover financial risk identified across the Commission, in consultation with the Chief Risk and Compliance Officer.
10. Reviews, recommends and implements accounting policies, systems and procedures. Implements approved measures to improve organizational efficiency
11. Attends and contributes to the discussions at the Audit, Finance and Technology Committee Meetings. Provides support to the work of the Committee by providing reports and information required by the Committee.
12. Works closely with the Chief Strategy Officer to ensure that RBB is implemented across the Commission; aligning KPIs with Results articulated in the Commission's Results Focused Strategic Business Plan.
13. Maintains the credibility of the Commission by providing timely and accurate analysis of budgets and financial reports that will assist the Executive Director, in managing his responsibilities.
14. Establishes Performance Standards, Key Performance Indicators and conduct performance assessments for direct reports; motivate, evaluate and recommend training, as deemed necessary.
15. Develops a close working relationship with budget holders in order to prepare monthly budgets, monitor and analyse income and expenditure, identify variances and negotiate appropriate remedial action.
16. Undertakes any other responsibilities or tasks which may be assigned from time to time by the Executive Director.

#### **Minimum Required Qualifications and Experience**

- Membership in the Institute of Chartered Accountants of Jamaica.
- Minimum of ten (10) years working in Accounting or Finance in a Public or Private Sector entity, of which five (5) should be at the CFO level.
- Experience in Government of Jamaica Public Procurement Management.

#### **Other Desirable Qualifications & Experience that would be an asset**

- Training in Project Management and Project Accounting

- Experience and training in Government of Jamaica Accounting systems and budget administration.
- Training and experience in Electronic Accounting systems such as SAGE, Peachtree etc.
- Demonstrated expertise with Microsoft suite of business software.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, and is trustworthy and results oriented.
- Critical thinking, communication and analytical skills.
- Effectively plans and manages time.
- Good financial analysis, decision making and problem solving skills.
- Demonstrates business acumen.
- Excellent time management skills.
- Leadership and the ability to manage people.

### **Specific Knowledge Requirements**

- In-depth knowledge of Jamaica's Taxation and Labour laws; Financial Regulations relating to public sector bodies in Jamaica and of Statutory Payroll Regulations.
- Knowledge of the GoJ Public Procurement Act.
- Knowledge of International Accounting and Financial Reporting Standards.
- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.

### **Working Conditions**

- Typical office environment.
- Willingness to work beyond normal working hours as the situation may require.

### **EMOLUMENTS PACKAGE**

**Basic Salary** \$4,500,000.00 - \$5,349,086.00 per annum  
**Travelling Allowances** \$894,924.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than **Friday, January 29, 2021** at **3:30 p.m. by hand or electronically, by 11:59 p.m.** to:

The Human Resource Manager  
 Integrity Commission  
 PIOJ Building, 1<sup>st</sup> Floor  
 16 Oxford Road  
 Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**