

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Financial Analyst (Information and Complaints Division)**

The Integrity Commission invites eligible candidates to submit applications for the position of **Financial Analyst**. The Financial Analyst is responsible for undertaking analysis of information submitted by Declarants in relation to the declaration of income, assets and liabilities under the Integrity Commissions Act, and conducting enquiries to ensure that the information submitted is true and complete, and that there is no unexplained wealth.

**The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:**

1. Conduct enquiries, third party checks and undertake thorough examination of information relating to the declaration of income, assets and liabilities of Declarants, including Financial Statements, as deemed necessary.
2. Conduct Analysis and prepare Networth Statements, Exception Reports and other Reports with respect to information submitted by Declarants.
3. Conduct interviews with Declarants to clarify submissions made on Statutory Declarations or omissions.
4. Conduct Risk Assessment of Public Officials.
5. Establish and Maintain relationships with Key Stakeholders and Partners to inform the Financial Analysis Process.
6. Contribute to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Information and Complaints Division.
7. In conjunction with Manager, Financial Analysis & Complaints, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Integrity Commission's Strategic Plan.

#### **Qualifications:**

- Undergraduate Degree in Accounting, Financial Management or any equivalent certifications, including ACCA.

#### **Experience:**

- Minimum of three (3) years' experience in the Public or Private Sector, working in a Compliance, Investigation, Finance, Audit or Accounts Department.
- Experience in gathering and analyzing financial information.

#### **Skills & Competencies**

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Training in Investigative (Financial & otherwise) Techniques.
- Knowledge of applicable criminal laws, rules of criminal procedure and relevant constitutional and statutory laws, particularly as it relates to seizures, corruption, bribery, coercion and obstruction of justice.
- Knowledge of investigative techniques such as surveillance, interrogations and statement taking.
- Shares the Commission's values, mission and vision.

- Consistently displays integrity, model's behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.

### **Specific Knowledge**

Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.

### **Working Conditions**

- Typical office environment.
- Regular and scheduled hours

### **EMOLUMENTS PACKAGE**

Basic Salary: \$2,527,931 - \$3,004,916 per annum  
Travelling Allowance: \$894,924.00 per annum

### **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

### **Statutory Declarations of Assets**

Please be advised, that *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than.

**Friday, January 22, 2021 at 4:00 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.**