

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Financial Analyst

Job Summary

The Financial Analyst is responsible for receiving information/data; receiving complaints and investigating and undertaking analysis of matters pertaining to corruption in relation to declaration of assets and liabilities under the Integrity Commissions Act, in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Division's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Information and Complaints Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with Senior Financial Analyst and the Manager, Financial Analysis & Complaints, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Commission's Strategic Plan.
3. Receives information/data from public servant on matters relating to declaration of assets.
4. Conducts investigations and undertakes thorough assessments of information, including Financial Records as deemed necessary.
5. Examines statutory declarations consistent with the relevant act by preparing statement of assets/liabilities and net worth as per disclosure in the declaration; drafts queries as considered necessary.
6. Submits to the Senior Financial Analyst statements of net worth, comments concerning each statutory declaration.
7. Inspects and verifies assets of public servants.
8. Checks salary, payment vouchers and Cash Books.
9. Receives complaints from the general public on acts of alleged corruption or improperly against public servants.
10. Keeps records of all matters investigated or dealt with and ensures the safe keeping of these records.
11. Makes appropriate recommendations on account of assessment of cases to facilitate proper decisions.
12. Maintains formal contact with Public Sector Entities to encourage continued good relationship for furtherance of sharing information relevant to the prevention of Corruption.
13. Contribute to the preparation of the Information & Complaints Division's monthly performance report and attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

14. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Management Studies, Accounting or any equivalent certifications.
- Minimum of three (3) years' experience in a complaints, investigations, and accounting environment.
- Also experience in gathering, disseminating and analyzing information.

Desired Skills & Competencies

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Training in Investigative (Financial & otherwise) Techniques.
- Comprehensive knowledge of applicable criminal laws, rules of criminal procedure and relevant constitutional and statutory laws.
- Comprehensive knowledge of investigative policies and prescribes investigative techniques such as surveillance, interrogations and statement taking.
- Comprehensive knowledge of the use of technical investigative equipment authorized by Jamaica statues.
- Comprehensive knowledge of principles of management, administration, planning and resource utilization.
- Comprehensive knowledge of civil statues and regulations, concerning civil rights etc., arrests, seizures, corruption, bribery, coercion and obstruction of justice.
- 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.
- Manages continuity, change and transition and knows how to influence and enable 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.
- Some mental pressure due to demand by key stakeholder groupings (Internal & External)

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Basic Salary: \$2,527,931.00 - \$3,004,916.00 per annum
Travel 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 DECLARATION 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, August 20, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

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

Or email: 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.