

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Forensic Accountant

Job Summary

The Forensic Accountant is accountable to the Manager, Forensic Accounting and Audit, for the effective and efficient achievement of the Entity's Financial Investigation Objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contribute to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigations Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with Manager, Forensic Accounting and Audit, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develop, in conjunction with Manager, Forensic Accounting and Audit, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Liaises with the Manager, Forensic Accounting and Audit in the planning and execution of Special (Forensic) investigation matters.
5. Performs forensic research on, and collects data, through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
6. Document all evidence and enter as evidentiary documentation in relation to each investigation.
7. Develop risk reduction and fraud prevention procedures to ensure accurate financial management for our company.
8. Collates all the findings and source documents related to each investigation.
9. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
10. Coordinates and supervises all financial investigation matters.
11. Identifies breaches in the procurement process and recommend and appropriate investigation approach and methodology.
12. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.

13. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
14. Contribute to the preparation of the Investigation Division's monthly performance report in the Balanced Scorecard format; then attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Accounting, Finance; preferably with a Certified Fraud Examiner (CFE) or certification or equivalent qualifications.
- Minimum of three (3) years' experience in Forensic Accountant, or relevant role in a similar Public or Private Sector entity.

Other Desirable Qualifications & Experience that would be an asset

- Not Applicable

Desired Skills & Competencies

- Training in Investigative (Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and ability to delegate and manage people and time effectively.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- Knowledge in finance, human resources, planning, evaluation and sound governance.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.

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.
- Irregular and unscheduled hours.
- Travel required periodically.
- Some mental pressure due to demand by the general public.

EMOLUMENTS PACKAGE

Basic Salary: \$4,266,270.00 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, May 8, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
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.