

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Management Accountant

Job Summary

The Management Accountant is accountable to the Chief Accountant for the achievement of all Accounting and Financial Compliance Strategic Objectives in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Strategic Planning process for the Finance & Accounts Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
2. Annually updates individual Job Description and Performance Targets; ensuring alignment to the Integrity Commission's Strategic Plan.
3. Develops, in conjunction with the Chief Accountant, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Directs the budgeting process; ensuring alignment to the Strategic Plan.
5. Assists Chief Accountant in the managing of the expenditure within the limits of the Warrant from the Ministry of Finance and the Public Service.
6. Directs the management accounting process, ensuring adherence to with International Financial Reporting Standards (IFRS), company policies and Government policies and guidelines including FAA Act, PBMA Act & Procurement guidelines.
7. Prepares and maintains the monthly statements of expenditure and commitments.
8. Assists with directing the payment process, ensuring accounts payables are within target and that suppliers are paid on time.
9. Assists the payroll process, ensuring all team members are accurately paid on time.
10. Directs the accounts receivable process, ensuring that customers with receivables are constantly engaged resulting in the achievement of receivables targets.
11. Assists the cash management process, ensuring that the organization has adequate funds to continue operations.
12. Directs the statutory and regulatory compliance process, ensuring that the organization is in full compliance with requirements.

13. Provides information for replies to Audit queries.
14. Certifies routine payments of recurrent expenditure items.
15. Undertakes any other responsibilities or tasks which may be assigned from time to time by the Chief Accountant or the Director, Finance & Accounts.
16. Contributes to the preparation of the Finance & Accounts Division's monthly performance report and attends the monthly department meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- A BSc. Degree in Accounting, or Management Studies or any equivalent relevant qualification from a recognised tertiary institution, plus at least three (3) years' experience in Public Sector Accounting.

Or

- ACCA Level 2 and 5 years' experience in Public Sector Accounting

Or

- MIND Associate Degree in Accounting plus seven (7) years' experience in Public Sector Accounting

Other Desirable Qualifications & Experience that would be an asset

- Certification in Management Accounting.
- MIND Diploma in Government Accounting, plus ten (10) years' experience in Public Sector Accounting.

Desired Skills & Competencies

- Strong Analytical Skill.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Proficiency in the use of computer application, and accounting software.
- Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
- Translates broad goals into achievable steps.
- Knowledge in human services, finance and human resources, planning and evaluation and governance.

- A 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 behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.
- 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.
- Knowledge of the FAA Act; the IFRS; the IAS; and PBMA Act.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.
- Travel required periodically.

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Basic Salary:	\$2,572,931.00 - \$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, September 17, 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.