



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the following positions:

1. **Senior Commitment Officer (FMG/PA 1) – VACANT**
Salary scale: \$1,147,353 – \$1,530,164 per annum and any allowances attached to the post;
 2. **Commitment Control Officer (FMG/AT 3) – NOT VACANT**
Salary scale: \$979,522 – \$1,164,344 per annum and any allowances attached to the post
 3. **Payment Officer (FMG/AT 2) – (2 posts) - ONE VACANT**
Salary scale: \$784,147 - \$932,105 per annum and any allowances attached to the post
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1. Senior Commitment Officer (FMG/PA 1)

Job Purpose

Responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the ministry's Recurrent head.

Key Responsibilities:

- Plans and participates in meetings, seminars, workshops, conferences relevant to the functions of the post, as required;
- Prepares monthly, quarterly and annual reports as requested;
- Develops individual work plan based on strategic alignment with the Operational and Strategic Business Plan of the Division;
- Participates in the Strategic planning process for the Division and provides assistance when required;
- Approves/rejects commitment requisitions by programme managers;
- Maintains sections of the accrual accounting application (FINMAN) for the following:
 - Commitment Requisition
 - Voted Provisions
 - Supplementary Budgets
 - Warrant Issues
 - Warrant Transfers/Lodgements
 - Virements
- Advises the Director of Management Accounts, Management Accountant-Recurrent and Programme Managers on the status of:
 - Funds available under activities/sub-activities
 - Commitment requisitions
- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories;
 - Inescapable
 - Priority
 - Other
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;

- Facilitates the proper maintenance of the Commitment Control Register for the ministry's Recurrent heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position of un-discharged commitments.

Required Skills/Competencies

- Excellent team building skills
- Excellent analytical and judgement skills
- Good oral and written communication skills
- Problem-solving skills
- Good interpersonal skills
- Ability to cope well under pressure and with strict deadlines
- Knowledge of GoJ budgeting principles and guidelines and budget and warrants system
- Ability to use computerized accounting systems

Minimum Required Education and Experience

- An Associate Degree in accounting from a recognized tertiary institution/ Diploma in Government Accounting, MIND/Completion of ACCA Level 1
- At least three years related experience
- OR
- Bachelor Degree in Accounting from a recognized tertiary institution
- At least two (2) years related experience

2. Commitment Control Officer (FMG/AT 3)

Job Purpose

Provide assistance to the Senior Commitment Control Officer in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent Head of Expenditure.

Key Responsibilities:

- Approves/rejects commitment requisitions by programme managers;
- Maintains sections of the accrual accounting application (FINMAN) for the following:
 - Commitment Requisition
 - Voted Provisions
 - Warrant Issues
 - Warrant Transfers/Lodgements
 - Adjustments to the original issues of the Vote on Provision, Warrant Issues, Warrant Transfers and virement to the accounting application (FINMAN)
- Advises the Director of Management Accounts, Management Accountant-Recurrent and Programme Managers on the status of:
 - Funds available under activities/sub-activities
 - Commitment requisitions
- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories;
 - Inescapable
 - Priority
 - Other
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;

- Facilitates the proper maintenance of the Commitment Control Register for the ministry's Recurrent heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position of undischarged commitments.
- Develops individual work plan based on strategic alignment with the Operational and Strategic Business Plan of the Division.

Required Skills/Competencies

- Excellent team building skills
- Excellent analytical and judgement skills
- Good oral and written communication skills
- Problem-solving skills
- Good interpersonal skills
- Ability to cope well under pressure and with strict deadlines
- Knowledge of GoJ budgeting principles and guidelines and budget and warrants system
- Ability to use computerized accounting systems

Minimum Required Education and Experience

- AAT Level 3 or;
- ACCA-CAT Level C or;
- ACCA Level 1 or;
- Diploma in Accounting from a recognized University or;
- ASc. - Accounting, MIND or;
- Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 & 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University with at least three (3) years' related experience.

3. Payment Officer (FMG/AT 2)

Job Purpose

To process payment requests and monitor and maintain Ministry expenditure records in accordance with established accounting procedures and Ministry policy.

Key Responsibilities:

- Drafts individual work plan based on alignment with Division's Operational Plan for review and approval by Manager;
- Checks payment requests and verifies availability/commitment of funds;
- Certifies payment requests and submits to Accounts Payable Manager for the authorisation of payments after ascertaining commitment of funds;
- Prepares cheques manually or have cheques printed after receipt of payment authorisation
- Maintains and updates Cheque Register with all prepared cheques;
- Presents cheques to Collections Officer for disbursement.
- Monitors the processing of payment requests and reports any identified variations from established procedures;
- Monitors expenditure activities and patterns, reports potential and existing excesses;
- Ensures secure custody of all accounting records and files utilised in the processing of payments;
- Certifies lodgement and receipt postings by Collections Officer.

Required Skills/Competencies

- Well-developed communication and interpersonal skills
- Team and results oriented
- Meticulous, reliable and organized
- Sound knowledge of accounting fundamentals.
- Knowledge of the provisions of the Financial Administration and Audit Act (FAA Act) and other pertinent legislation and guidelines .
- Experienced in accounts payables administration
- Proficient in the use of standard computer applications and spreadsheets

Minimum Required Education and Experience

- AAT Level 2 or;
- ACCA-CAT Level B or;
- Certificate in Accounting from a recognised University or;
- Completion of second year in B.Sc. in Accounting / Management Studies or BBA at a recognised University or;
- ASc. In Accounting, MIND/recognized institution or;
- Government Accounting Level 2 Modules 1-5.
With at least two (2) years related experience.

Please note that only shortlisted applicants will be contacted.

All applications along with resumes should be submitted on or before **July 31, 2017**

to

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation**

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25 Dominica Drive**

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Or email:

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