



# ***Department of Correctional Services***

## **JOB POSTING**

November 2018

The **Commissioner, Department of Correctional Services (DCS)** is inviting applications from suitably qualified and experienced persons to fill the following vacant posts as listed below:

### **ACCOUNTS DIVISION**

1. **Director, Accounts Payables (FMG/PA 2)**, salary range \$1,730,109 – 2,056,555 per annum and any applicable allowance(s): **(1 position – Head Office, Kingston)**
  2. **Commitment Control Officer (FMG/AT 3)**, salary range \$979,522 – 1,164,344 per annum and any applicable allowance(s): **(1 position – Head Office, Kingston)**
  3. **Senior Project Accounts Officer (FMG/AT 3)**, salary range \$979,522 – 1,164,344 per annum and any applicable allowance(s): **(1 position – Head Office, Kingston)**
  4. **Project Accounts Officer (FMG/AT 2)**, salary range \$784,147 – 932,105 per annum and any applicable allowance(s): **(10 positions – location listed below)**
    - Tower Street Adult Correctional Centre
    - St. Catherine Adult Correctional Centre
    - Horizon Adult Remand Centre
    - Tamarind Farm Adult Correctional Centre
    - New Broughton Sunset Rehabilitation Centre
    - Fort Augusta Adult Correctional Centre
    - South Camp Juvenile Remand Centre
    - Rio Cobre Juvenile Correctional Centre
    - Richmond Farm Adult Correctional Centre
    - Metcalfe Street Secure Juvenile Correctional Centre
  5. **Payroll Officer 1 (FMG/AT 2)**, salary range \$784,147 – 932,105 per annum and any applicable allowance(s): **(1 position – Head Office, Kingston)**
  6. **Payment Officer 1 (FMG/AT 1)**, salary range \$682,079 – 810,778 per annum and any applicable allowance(s): **(6 positions – location listed below)**
    - Tower Street Adult Correctional Centre
    - Tamarind Farm Adult Correctional Centre
    - New Broughton Sunset Rehabilitation Centre
    - Fort Augusta Adult Correctional Centre
    - South Camp Juvenile Remand Centre
    - Richmond Farm Adult Correctional Centre
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## **Job Descriptions**

### **DIRECTOR, ACCOUNTS PAYABLES (FMG/PA 2)**

#### **JOB PURPOSE:**

Provides overall direction and guidance to the staff in the Accounts Payable Division, ensures that payments to suppliers of goods and services, mileage claims and other allowances for staff are paid in an effective and efficient manner and in accordance with the relevant Government accounting regulations.

#### **STRATEGIC OBJECTIVES:**

- Contributes to the financial management and reporting of the Department.
- Contributes to the Department's compliance to FAA Act guidelines.

#### **KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

##### **Management/Administrative Duties:**

- Participates in the development of the Department's budget, strategic and operational plans;
- Prepares work plans for the Unit;
- Provides technical financial advice to the relevant persons;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act;
- Assists in the monitoring of the outstations (institutions and probation offices) for FAA compliance;

##### **Technical/Professional Duties:**

- Implements a proper system that ensures timely and accurate payment of invoices, bills, grants and other payments;
- Monitors and maintains Imprests for the respective institutions;
- Prepares report of unpaid bills and un-discharged commitments;
- Receives and authorizes commitment by AP Journal;
- Authorizes the issue, cancellation, withdrawal, voiding replacement and reprinting of cheques that have errors;
- Analyses payment request in respect of authenticity, cash flow and budgetary provisions and where satisfactory submits to clerk for payment;
- Ensures the payment of all utility bills of behalf of the Department;
- Ensures expenses and commitments are correctly classified and coded as per Chart of Accounts;
- Monitors and ensures the deduction of withholding taxes from supplier invoices;
- Reviews and signs off Out-commit schedules (new commitment and purchase orders) and verifies Accounts Payable Report;
- Reviews and signs travel edit report;
- Handles client invoice and payment queries;
- Liaise with external and internal clients re payment and invoice queries;
- Submit monthly reports on accounts payables and bills outstanding for payment;

##### **Human Resource Responsibilities:**

- Monitors and evaluates the performance of direct reports, prepares; prepares performance appraisals and recommends and/or attaining established personal and/or organizational goals;
- PMAS Documentation completed and submitted with the specified time frame as outlined by the PMAS Manual;
- Participates in the recruitment of staff for the division and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;

- Collaborates with the Human Resource Development Department in developing and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Any other related duties that may be assigned by the Senior Director, Finance and Accounts from time to time.

**PERFORMANCE INDICATORS:**

- Accurately maintained Cheque Inventory and Registers;
- Cheque summary printed and submitted to cashier on a timely manner;
- Cheques printed on the financial management system within the agreed time frame;
- Utility bills paid on a monthly basis or as otherwise agreed;
- Ensures the processing of payments to suppliers/clients within the agreed time;
- Invoices, expenses and vouchers checked for accuracy;
- Proper coding of vouchers for payment;
- Bank balance checked against statement on a daily basis as a preventative measure for overdraft;
- Assist in the responses to audit queries in a timely manner;
- Detailed and concise payment manual developed, maintained and implemented in keeping with the FAA Act.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Sound knowledge of accounting techniques, principles and practices;
- General understanding of the procurement process;
- Good oral and written communication skills;
- Comprehensive knowledge of the FAA Act;
- Sound knowledge of the Government accounting procedures;
- Good analytical and problem solving skills;
- Excellent leadership skill;
- Excellent interpersonal skill;
- High level of integrity;
- Excellent use of own initiative;
- Excellent teamwork and cooperation;
- Excellent planning and organizing skills;
- Excellent communicator;
- Good team skills;

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- AAT Level 3 and four (4) years' experience or;
  - ACCA Level 1 and four (4) years' experience or;
  - ASc. Degree in Accounting from a recognized University or;
  - Completion of revised Diploma in Government Accounting Course and Four (4) years' experience or;
  - B.Sc. degree in Accounting or Management Studies with Accounting from a recognized University.
  - Three (3) years accounting experience at the supervisory level.
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## **COMMITMENT CONTROL OFFICER (FMG/AT 3)**

### **JOB PURPOSE:**

To assist in 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 Unit Recurrent and Capital A Recurrent Budgets.

### **STRATEGIC OBJECTIVES:**

- To assist in the Commitment Planning process.

### **KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

- To assist in the Commitment Planning process;
- Assist in the commitment planning process and in the determination and classification of commitments according to the following categories:
  1. Inescapable
  2. Priority
  3. other
- Assist the Director of Management and Financial Accounts in planning and utilization of available cash based on the level of outstanding commitments;
- Advise the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds;
- To control expenditure within the limits of the approved budgets and warrant allocation.
- Receive commitment requisition from Programme Managers;
- Examine commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Inform Programme Managers of the status of their requisition and the funds available under their respective programmes;
- Ensure the proper maintenance of the Commitment Control Register for the Unit Recurrent, Capital A and B heads by ensuring that warrant allocation and commitments are posted correctly and promptly;
- Submit monthly report to the Director of Management Accounts on the position of un-discharged commitments.

### **PERFORMANCE INDICATORS:**

- The number of instances actual expenditure exceeds budgetary allocation without prior approval;
- The size of unauthorized over expenditure on budgetary allocations;
- The response time to approval/rejection of commitment requisitions.

### **REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Excellent analytical and judgement skills;
- Excellent planning and organizing skills;
- Excellent communicator;
- Problem solving skills;
- Skill in operating a computerized accounting systems;
- Good team skills.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- ASc. Accounting or Management or Business Administration degree from a recognized institution plus at least one (2) year experience in Government Accounting.

**or**

- ACCA level 1 or CAT or AAT Certification (FINAL) or any equivalent accounting/management professional qualification plus at least one (1) year experience in Government Accounting.
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### **SENIOR PROJECT ACCOUNTS OFFICER (FMG/AT 3)**

#### **JOB PURPOSE:**

To supports the Director Project Accounts in the accumulating, recording and reporting of financial information on the various projects undertaken by the Department of Correctional Services in accordance with Government guidelines.

#### **STRATEGIC OBJECTIVES:**

- To ensure the operational financial objectives of various projects are in accordance with government guidelines.

#### **KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

- Accurate calculation and preparation of stocks and cash books;
- Accurately prepare payment information for bills/claims submitted;
- Any other related duties that may be assigned by the Head of Projects from time to time.

#### **PERFORMANCE INDICATORS:**

- Accurate Daily updating of Inmate's cash cards;
- Accurate the preparation of monthly purchases and revenue spreadsheets detailing all the transactions that occurred during the month;
- Accurate preparation of monthly income statements;
- Accurate performance of cashiering duties;
- Accurate monthly preparation and submission of animal husbandry classification reports;
- Accurate performing fortnightly and monthly stocktaking;
- Accurate preparation of purchase reports;
- Accurate preparation of the monthly unearned revenue reports.

#### **REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Knowledge of accounting standards and procedures;
- Good oral and written communication skills;
- Excellent teamwork and cooperation;
- High level of integrity;
- Excellent teamwork and cooperation;
- Excellent interpersonal skill.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- AAT Level 3 or;
  - ACCA-CAT Level C or;
  - ACCA Level 1 or;
  - Diploma in Accounting from a recognised 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 recognised University.
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## **PROJECT ACCOUNTS OFFICER (FMG/AT 2)**

### **JOB PURPOSE:**

To supports the Director Project Accounts in the accumulating, recording and reporting of financial information on the various projects undertaken by the Department of Correctional Services in accordance with Government guidelines.

### **STRATEGIC OBJECTIVES:**

- To ensure the operational financial objectives of various projects are in accordance with government guidelines.

### **KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

- Accurate calculation and preparation of stocks and cash books;
- Accurately prepare payment information for bills/claims submitted;
- Any other related duties that may be assigned by the Head of Projects from time to time.

### **PERFORMANCE INDICATORS:**

- Accurate Daily updating of Inmate's cash cards;
- Accurate performance of cashiering duties;
- Accurate monthly preparation and submission of animal husbandry classification reports;
- Accurate performing fortnightly and monthly stocktaking;
- Accurate preparation of purchase reports;
- Accurate preparation of the monthly unearned revenue reports.

### **REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Knowledge of accounting standards and procedures;
- Good oral and written communication skills;
- Excellent teamwork and cooperation;
- High level of integrity;
- Excellent teamwork and cooperation;
- Excellent interpersonal skill.

### **MINIMUM REQUIRED QUALIFICATION 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. - Accounting, MIND/recognised institution or;
  - Government Accounting Level 2 Modules 1-5
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## **PAYROLL OFFICER 1 (FMG/AT 2)**

### **JOB PURPOSE:**

Supports the process of calculation of salaries payable to monthly and fortnightly paid to employees and consultant of the Department of Correctional Services in accordance with Government guidelines.

### **STRATEGIC OBJECTIVES:**

- Contributes to the payment of salaries and wages for staff, contractors and consultants employed to the Department of Correctional Services.

**KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

- Updates information on the salary cards in respect of changes in salary or amounts that are due;
- Prepares calculations for the claims on allowances that are submitted to the Unit;
- Assist in the preparation of verification letters for statutory deductions;
- Assist in the entry of salary information for monthly, interim and fortnightly payroll onto Payroll system;
- Insert on FINMAN all vouchers related to allowances that are not paid on the payroll system;
- Inserts client information onto the Central Payroll Processing System (CPPS);
- Prepare Payroll On/Off Control and submit for checking to Salary Officers;
- Record and file allowance claim submissions and other salary related information as per Government and Departmental guidelines;
- Insert NHT and NIS payment on database;
- Prepare NHT and NIS Letters.

**PERFORMANCE INDICATORS:**

- Interim emoluments information prepared and inserted are accurate and submitted in a timely manner;
- Well documented salary records updated monthly and within the stipulated timeframe;
- Accurate payment vouchers prepared in agreed timeframe;
- Salary deductions administered correctly in a timely manner;
- Salary records are organized, filed and maintained in a manner where records are easily retrieved;
- Payment and Deduction control register maintained in accordance with the FAA Act and in a timely manner.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Knowledge of accounting standards and procedures;
- Good oral and written communication skills;
- Excellent teamwork and cooperation;
- High level of integrity;
- Excellent teamwork and cooperation;
- Excellent interpersonal skill.

**MINIMUM REQUIRED QUALIFICATION 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.

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**PAYMENTS OFFICER 1 (FMG/AT 1)**

**JOB PURPOSE:**

Ensure payments to suppliers and service providers are done in a timely manner and in complete compliance of GOJ guidelines and regulations.

**STRATEGIC OBJECTIVES:**

- Contributes to the financial management and reporting of the Department;
- Contributes to the Department's compliance to FAA Act guidelines.

**KEY RESPONSIBILITY AREAS:**

**The duties and responsibilities include, but are not limited to the following:**

- Prepare bills and invoices for the deduction and payment of all withholding taxes;
- Maintain a monthly spreadsheet for the reconciliation of withholding taxes payable for each respective supplier;
- Maintain the Payment Register;
- Maintain the Court Fines Register;
- Prepare Tax Certificates for all withholding;
- Prepares calculation of stipends to inmates for each institution for processing;
- Prepares Commitment and Payment vouchers for goods/service with correct calculations and classifications in accordance with Government Accounts standards;
- Numbers and insert payment vouchers to the FINMAN System for certification;
- Receives and collates bills for utilities for payment.

**PERFORMANCE INDICATORS:**

- Payment vouchers are prepared within the established timeframe;
- Travel claims are processed within the established timeframe;
- Tax Certificates are processed within the established timeframe.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Knowledge of Accounting Procedures and GOJ Chart of Accounts;
- Basic Computer Skills;
- Competent in using Microsoft Excel;
- Skill in operating computerized accounting systems (FINMAN);
- Good team skills;
- Good oral and written communication.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- AAT Level 1 or;
- ACCA-CAT Level 1 or;
- Certificate in Public Administration, UWI or;
- Certificate in Management Studies, UWI or,
- Diploma in Business Administration from a Community College or;
- Certificate in Accounting from a recognised University or;
- Certificate in Government Accounting ie. level 1 Modules 1-5 or;
- Completion of first year in B.Sc. in Accounting / Management Studies or BBA at a recognised University or;
- Completion of first year of ASc. in Accounting from a recognized tertiary institution.

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**Interested persons are invited to submit applications with résumé no later than Friday November 23, 2018 to:**

**Senior Director, HRM & Administration  
Department of Correctional Services  
5-7 King Street, Kingston**

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**Applications will also be accepted via email:  
[hrm@dcs.gov.jm](mailto:hrm@dcs.gov.jm)**

**While we thank all applicants for their interest, please note that only short-listed applicants will be contacted.**

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