



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **DIRECTOR, ACCOUNTS PAYABLES (FMG/PA 2)** in the Finance and Accounts Division with salary ranging from **\$4,266,270 - \$5,737,658 per annum.**

JOB PURPOSE

Reporting to the Senior Director, Finance and Accounts, the incumbent is responsible for the management of all procedures in respect of accounts payable, disbursements and the Departments budget and receipts. The incumbent is also responsible for ensuring that proper systems of internal control exist and are being adhered to and the Financial Administration and Audit (FAA) Act, its regulations and instructions and International Public Sector Accounting Standard (IPSAS) are complied with.

KEY RESPONSIBILITIES

Managerial/Administrative:

- Participates in the development and monitoring of the Department's budget, strategic and operational plans.
- Ensures that systems, policies and procedures adhere to company policies while functioning with accuracy and timeliness.
- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the Financial Year.
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions.
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the Regulations.
- Prepares and submits periodic reports to the Senior Director, Finance and Accounts on the performance of the Branch or any specific issue or problem.
- Provides financial advice to the relevant individuals.
- Manages the general ledger and accounts payables and ensure all suppliers accounts are reconciled.
- Ensures that the accounts payables and organization's financial obligations are met efficiently.
- Monitors the Departments outstations (institutions and probation offices) for FAA compliance.
- Develops individual workplan.

Technical/Professional:

- Develops, implements and monitors a robust quality assurance and peer reviewing process and culture that ensures the Accounting Standards, FAA Act and its Instructions are being adhered to.
- Designs, implements and monitors a system that corroborates general payments and receivables information/datasets on the accounting systems related to outstations and the GOJ's GFMS system.
- Monitors the work of the Payments officer by ensuring that claims and vouchers are assigned for checking and are processed within a reasonable time.
- Responds to all audit queries affecting the functions under superintendence by undertaking evidence-based research and analysis.

- Prepares and submits periodic reports to the Senior Director, Finance and Accounts on the performance of the Branch or any specific issue or problem.
- Assists the Senior Director, Finance and Accounts in addressing issues/concerns raised in the Auditor General queries and reports in respect of the Finance Directorate;
- Analyzes payment request in respect of authenticity, cash flow and budgetary provisions and where satisfactory submit to clerk for payment.
- Implements a proper system that ensures timely and accurate payment of invoices, bills, grants and other payments.
- Authorizes the issue, cancellation, withdrawal, voiding replacement and reprinting of cheques that have errors.
- 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.
- Monitors and maintains Imprests for the respective institutions.
- Prepares report of unpaid bills.
- Ensures the payment of all utility bills of behalf of the Department.
- 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 Resources Management:

- 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.

Other Responsibilities:

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound knowledge of accounting techniques, principles and practices.
- Sound knowledge of the Government accounting procedures.
- Comprehensive knowledge of the FAA Act.
- General understanding of the procurement process.
- Good oral and written communication skills.
- 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
- Skill in operating computerized accounting systems.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- NVQJ Level 5, Accounting; or
- Associate Science Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- Five (5) years' experience working in a similar capacity in Accounting or Finance, with two (2) years at the managerial level.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks.
- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.
- Exposure to high-risk environment within Correctional Facilities and their environs.

Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration
Department of Correctional Services
5-7 King Street,
Kingston**

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.