



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, PROJECT ACCOUNTS (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 the financial operations of all projects in keeping with the Institution in keeping with the objectives and consistent with financial regulations and objectives of the Department.

KEY RESPONSIBILITIES

Technical/Professional:

- Oversees the Accounting aspect of all funds allocated to and granted for the Project Unit in the Juvenile and Adult Institutions and Staff Training College.
- Prepares project account using the Peach Tree accounting programme.
- Maintains a number of subsidiary ledgers which will ensure that all purchases and sales are recorded in a systematic manner and properly accounted for in accordance with the FAA Act.
- Maintains accounting records and monthly reconciliation of project bank accounts.
- Maintains as asset account to identify and account for all assets purchased and utilized through the various projects in order to accurately assess the value of the projects at any given point in time.
- Conducts periodic evaluation on each project, and where necessary institute the appropriate corrective action(s).
- Submits reports which includes recommendation(s) to Senior Managers for decision making regarding discontinuity or continuity of programme(s).
- Attends periodically Project Review Meetings regarding update on the Projects for review and formulation of New Plans.
- Supervises on a regular basis the accounting procedure of all outstations.
- Helps to determine the prices for products based on Market Research, Production cost and Profit Margin necessary for viable projects
- Prepares Annual Financial Statement of the Projects.
- Advises the Commissioner/Finance and Accounts on all financial matters relevant to the projects and ensure that expenditures are kept within budgetary allocation(s).
- Ensures that suitable control mechanisms are in place to manage the Projects Accounts to minimize irregularities in keeping with the appropriate accounting procedures.
- Institute and implement checks and balance mechanism to ensure transparency of the operation of each project.
- Ensures that all daily records are scrupulously maintained eg. Cash Book, Sales and Purchase Ledgers in order to accurately record and store information for use at the end of accounting periods or periodically for balancing purposes, comparison and projection.
- Evaluates each project on a regular basis by comparing returns against input based on evaluation.
- Makes recommendations to the Project Coordinator for improvement in project performance.
- Supervises Accounting Clerks at outstations by visiting sites and examining the project accounts book.

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.
- Knowledge of Government procurement system.
- Proficient in data entry and management.
- Good oral and written communication skills.
- Good analytical and problem-solving skills.
- Excellent planning and organizing skills.
- Excellent customer quality focus
- Excellent leadership skills.
- Excellent interpersonal skills.
- High level of integrity.

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.
- Four (4) 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, January 31, 2025** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston

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