

**Women's Centre of Jamaica Foundation**  
**(Public Body, Ministry of Culture, Gender, Entertainment and Sport)**

**CAREER OPPORTUNITY**

Applications are being invited from suitably qualified person to fill the post of:

**Manager, Accounts & Finance (FMG/PA 2), Administration**

**Job Summary**

Reporting to the Director, Corporate Services, the Finance and Accounts Manager is responsible for the overall management of the Final Accounts and Bank Reconciliation for WCJF. Supervising and overseeing the efficient day-to-day operations of the Accounts Department. Ensuring activities are executed within the ambit of the Financial Administration and Audit (FAA) Act and all other regulatory frameworks.

**Key Responsibilities**

Financial/Professional

- 1) Liaises with the relevant Government Ministries, Banking Institutions and the Ministry of Finance in consultation with the Director, Corporate Services.
- 2) Examines Financial Accounting Systems to ensure they are in compliance with the provisions of the Financial Administration and Audit Act and all other relevant legislation and statutory instruments.
- 3) Participates in the annual audit process; liaise with external auditors and the Director, Corporate Services to assess any changes necessary.
- 4) Prepares all monthly, quarterly and annual Financial Reports.

- 5) Ensures correct calculation and on-time payment of all statutory under the law.
- 6) Prepares the annual budget and reviews of expected annual outcomes
- 7) Reports to management on variances from the established budget, and the reasons for those variances
- 8) Assists management in the formulation of its overall strategic direction
- 9) Communicates and presents the critical financial matters to the Director Corporate Services.
- 10) Provides recommendations for operational expenses and productivity improvements
- 11) Assesses internal controls and implements corrective strategies to mitigate gaps
- 12) Ensures journal entry are properly supported and incorporated into the monthly accounts
- 13) Ensures that the practices and procedure is manage accurately to capture all accounts receivables and accounts payables in the correct period to which they related.
- 14) Ensures that all records are properly filed and maintained in accordance with Financial Records Management Act
- 15) Ensures that adequate systems are in place to reconcile bank accounts of the WCJF promptly and accurately.
- 16) Ensures that subsidiary ledgers (Deposits and Advances) are properly maintained and reconciled with the main ledger accounts total
- 17) Provides and interprets financial information
- 18) Monitors and interprets cash flows and predicting future trends
- 19) Analyses change and advises accordingly
- 20) Attends Finance Committee, Public Accounts Committee meetings

### **Human Resource Management and Administrative Responsibilities**

- 1) Develops and communicates operational plan to guide the activities of the Department

- 2) Prepares progress reports to inform planning and decision making
- 3) Monitors and evaluates the performance of direct reports and recommends and/or initiates corrective actions where necessary to improve performance to attain established personal and/or organizational goals.
- 4) Provides guidance and leadership to direct reports
- 5) Ensures the developmental needs of staff are clearly identified and addressed
- 6) Recommends training for staff who are vested with financial responsibilities to increase awareness and compliance rates

Performs any other duties assigned by the Director, Corporate Services

#### **Required Skills/knowledge and Competencies**

- Expert knowledge of generally accepted accounting principles
- Sound knowledge of Government Accounting/auditing principles and procedures
- Sound knowledge of Public Finance Legal Framework and Financial Accounting Auditing (FAA) Act and other government financial regulations
- Proficiency in the use of the relevant computer applications
- Good oral and written communication skills
- Good time management skills
- Good interpersonal and people management
- Good leadership skills
- Ability to work in a team
- Highest level of confidentiality
- Effective planning and organizing skills
- Knowledge of various accounting software packages would be an asset
- Excellent analytical, problem-solving and decision-making skills
- A keen sense of deadline, the ability to use initiative productively, to use initiative productively and the ability to work under pressure
- Proficiency in the use of relevant computer application

#### **Minimum Required Qualifications and Experience**

- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized institution or;
- Associates Chartered Certified Accountants (ACCA) Level 2 or;
- Associate of Science Degree in Accounting along with Diploma in Government Accounting MIND

**We thank you for responding, but only short-listed candidates will be contacted.**