



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

**JOB TITLE : DIRECTOR - REGIONAL FINANCIAL MANAGEMENT SUPPORT (FMG/PA 4)
(TEMPORARY)
FINNACE & ACCOUNTS DIVISION**

Under the general supervision of the Principal Finance Officer, the Director, Regional Financial Management Support provides technical guidance, oversight and capacity building support to Regional and School staff to strengthen their ability to manage GOJ resources effectively and in accordance with statutory policy requirements. This is expected to reduce risk of loss to the Government

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, Economics, Public Administration, or related field (Master's degree is preferred);
- Professional certification such as ACCA, CPA, or CGFM is an asset;
- Minimum 5-10 years' experience in public sector financial management, preferably in the Education sector;
- In-depth knowledge of Jamaican public financial laws, regulations, and MoF&PS Financial Guidelines;
- Experience in capacity building, training, and mentoring finance teams;

REMUNERATION PACKAGE:

Salary Scale: \$6,333,301.00 to \$8,517,586.00 per annum
Pay Band 10





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CO 25-151

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN THURSDAY, DECEMBER 11, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT

Ministry of Education, Skills, Youth and Information

Terms of Reference (ToR)

Position Title: Director – Regional Financial Management Support

Ministry/Agency: Ministry of Education, Skills, Youth and Information (MoESYI)

Reports to: Principal Financial Officer

Location:

Duration: 2 years

1. Background

MoESYI was established as a Ministry in 1953 to enable “a globally competitive and innovative education and training system, producing informed, socially conscious and empowered citizenry.” The MoESYI serves some 580,000 students, 1008 institutions across infant through the secondary levels, 21 tertiary levels institutions, and approximately 25,000 teachers making it one of the largest public entities in Jamaica.

The implementation of the Ministry’s core business processes is carried out through its central offices in Kingston, including seven regional offices along with other agencies and entities which have been assigned responsibility for specified developmental activities across the various levels of the education system.

Periodic assessments are undertaken to determine how the Ministry’s performance aligns with the organization’s strategic objectives. The last national report was done by the Jamaica Education Transformation Commission Report of 2021 report reiterates the principle that good governance is a key element in steering Jamaica’s complex education system. In this context, the report identified a disconnect between spend and results in the current governance framework, making it inadequate for significant improvement of education outcomes in Jamaica. It further identified Finance as one of the pillars of change under which activities to strengthen the Ministry’s operations should be undertaken.

The Ministry has been making salient changes to its financial operations to cause greater efficiencies including:

1. Introduction of the MyHR+ payment system
2. Reduction in the use of multiple payroll systems
3. Centralization of payroll for non-academic staff in bursar paid schools
4. Establishment of the Regional Financial Branch in all seven regions

These changes, however, have not been enough to minimize the challenges being faced and achieve the desire for improved accuracy and timeliness of disbursement of funds to staff and suppliers and the early identification of risks and control failures.

Effective management of public funds is critical to ensuring accountability, transparency, and value for money in education service delivery. One area identified for strengthening is the recently established Regional Financial Sections which regional must implement sound financial management practices to ensure compliance with GOJ standards both within the Regions and within schools; this in accordance with the **Financial Administration and Audit Act**, the **Public Bodies Management and Accountability Act**, and **Ministry of Finance and the Public Service (MOFPS)** guidelines,.

The Ministry of Education is regrettably expected to have overpayment of salaries in the education system that exceeds \$100M in 12 months.

The Director – Regional Financial Management Support will provide technical guidance, oversight, and capacity-building support to regional and school staff to strengthen their ability to manage GOJ resources effectively and in accordance with statutory and policy requirements. This is expected to reduce risks of loss to the government.

2. Objectives of the Assignment

The main objective is to strengthen the capacity of regional education offices to manage GOJ finances in compliance with national laws, regulations, and policies. Specifically, the Financial Manager will:

1. Ensure that regional offices apply sound financial management principles and internal controls.
2. Build the capacity of regional staff in budget preparation, execution, monitoring, and reporting.
3. Strengthen compliance with GOJ accounting standards, procurement guidelines, and audit requirements.
4. Provide continuous technical support to resolve financial management challenges at the regional level.

3. Scope of Work / Key Responsibilities

A. Technical Guidance & Advisory Support

- Advise Regional Directors and Regional Finance Officers on GOJ public financial management (PFM) policies and procedures.
- Provide interpretation of the FAA Act, PBMA Act, MOFPS Circulars, and other relevant regulations.
- Guide the preparation of budgets, warrants, virements, and expenditure forecasts.

B. Capacity Building & Training

- Conduct training sessions for regional finance staff and school administrators on commitment control, cash management, procurement compliance, and financial reporting/best practices.
- Mentor regional accounting and administrative staff to improve compliance and efficiency.

C. Monitoring & Oversight

- Conduct sample reviews financial transactions and supporting documentation to ensure accuracy and compliance.
- Monitor budget execution processes that identify variances and reviews the recommendations for corrective action.
- Conduct quarterly reviews and report on adoption of best practices aimed at reducing risks against targets to inform strategy review.
- Support the effective implementation and use of the GOJ Financial Management Information System (GFMIS) in regional offices.

D. Compliance & Risk Management

- Reviews adherence to internal controls to prevent irregularities, misappropriation, and waste.
- Assist with audit preparations and follow-up on audit queries to ensure timely resolution.
- Identify risks and propose mitigation measures for financial management at the regional level.

E. Reporting

- Submit monthly and quarterly reports on regional financial performance to the Principal Financial Officer.

- Highlight emerging financial management issues and recommend policy or procedural changes.
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4. Deliverables

- **Monthly Financial Oversight Report** summarizing budget performance, compliance status, and key risks.
 - **Quarterly Capacity Building Report** detailing training delivered, staff progress, and gaps identified.
 - **Annual Financial Management Improvement Plan** for each region, with measurable targets.
 - Timely response to all audit queries and completion of corrective action plans.
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5. Qualifications & Experience

- Bachelor's degree in Accounting, Finance, Economics, Public Administration, or related field (Master's degree preferred).
 - Professional certification such as ACCA, CPA, or CGFM is an asset.
 - Minimum 5 - 10 years' experience in public sector financial management, preferably in education sector.
 - In-depth knowledge of Jamaican public financial laws, regulations, and MOFPS financial guidelines.
 - Experience in capacity building, training, and mentoring finance teams.
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6. Competencies

- Strong analytical and problem-solving skills.
 - Excellent communication and interpersonal skills.
 - High level of integrity and commitment to public accountability.
 - Proficiency in Microsoft Office Suite and familiarity with GOJ FMIS.
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7. Reporting Relationship

The Financial Manager will report directly to the **Principal Financial Officer** and will work closely with **Regional Directors, Regional Finance Officers**, and other MoEY technical staff.

8. Duration & Level of Effort

This is a full-time assignment based in the designated Regional Office, with periodic travel to schools and other regional facilities.

9. Performance Measurement Framework – Key Performance Indicators (KPIs)

Key Result Area	Performance Indicator	Target	Measurement Method
Budget Preparation & Execution	Timeliness of regional budget submissions to MoEY HQ	100% of submissions on or before MOFPS deadlines	Submission records
	Variance between approved budget and actual expenditure	Variance ≤ 5%	Quarterly budget vs. expenditure reports
Compliance & Audit	Percentage of audit queries resolved within deadline	95% resolution rate	Audit reports and follow-up logs
	Compliance with FAA Act, PBMA Act, and MOFPS Circulars	100% compliance	Compliance checklist and internal reviews
Capacity Building	Number of training sessions conducted for regional staff	Minimum 4 per year	Training attendance records and feedback surveys
	Improvement in staff financial management skills	≥ 80% of participants show improvement	Pre- and post-training assessments

Key Result Area	Performance Indicator	Target	Measurement Method
Financial Reporting	Timeliness of monthly and quarterly financial reports	100% on-time submission	MoEY HQ records
Risk Management	Number of identified financial risks with mitigation plans	100% of identified risks addressed	Risk register updates