



CO 25-257

Ministry of Education, Skills, Youth and Information
CAREER OPPORTUNITIES
OLD HARBOUR REGIONAL OFFICE-REGION 6
CLARENDON REGIONAL OFFICE-REGION 7

JOB TITLE :

SCHOOLS FINANCIAL SUPPORT OFFICER (FMG/PA 1)
REGIONAL FINANCIAL MANAGEMENT SECTION

JOB PURPOSE:

Under the general supervision of the Regional Financial Controller, the incumbent is responsible for coordinating, guiding and monitoring the operations of the infant, primary and high schools in the prescribed areas. The incumbent is also responsible for ensuring compliance by the schools with the Accounting protocols consistent with the Ministry of Finance and the Public Service guidelines and the Financial Administration & Audit (FAA) Act.

REQUIRED EDUCATION AND EXPERIENCE

BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with at least three years' experience in the field

OR

AAT Level 3;

ACCA-CAT Level C/level 3;

ACCA Level 1

NVQJ Level 4, Accounting;

Diploma in Accounting from an accredited University or Community College;

ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;

ASc. Degree in Accounting, MIND;

Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3;

With at least five years' experience in the field.

REMUNERATION PACKAGE:

\$3,501,526.00- \$4,709,163.00 per annum





CO 25-257



Ministry of Education, Skills, Youth and Information **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Wednesday, January 8, 2026:

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.](#)

The job description is attached.



**MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES
REGION 1
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Schools Financial Support Officer x4
JOB GRADE:	FMG/PA 1
POST NUMBER:	
BRANCH:	Regional Educational Services
SECTION:	Financial Management
REPORTS TO:	Director, Financial Management
MANAGES:	N/A

Job Purpose:

Under the general supervision of the Regional Financial Controller, the incumbent is responsible for coordinating, guiding and monitoring the operations of the infant, primary and high schools in the prescribed areas. The incumbent is also responsible for ensuring compliance by the schools with the Accounting protocols consistent with the Ministry of Finance and the Public Service guidelines and the Financial Administration & Audit (FAA) Act.

Key Outputs:

- Annual Work Plan prepared
- School expenditures monitored
- School Financial Statements monitored
- Schools Cash Books and Bank Reconciliation reviewed and approved
- Financial advice & technical support provided
- School Grants reviewed
- School visits conducted
- Technical assistance and guidance to Principals and Bursars provided
- Recruitment, orientation and evaluation selection for post of Bursar completed
- Orientation for new Bursar completed
- Audit Reports reviewed
- Reports prepared and submitted

Key Responsibility Areas:**Technical / Professional Responsibilities:**

- Coordinates and conducts visits to required government schools in the Region to review their accounting practices, records and identifies weaknesses;
- Recommends internal controls to improve financial management in schools;
- Aids schools in implementing proposed changes to their accounting processes;
- Reviews and certifies School Budgets and submits to the Regional Financial Controller for approval and submission to Head Office;
- Provides guidance and technical support to Principals and Bursars in preparing budgets and financial statements and the management of school financial resources;
- Monitors expenditures within all schools in the Regions to ensure adherence to approved estimates and Government's Procurement guidelines;
- Evaluates and recommends requests from schools for funds and submits to the Regional Financial Controller for approval.
- Reviews internal and external Audit Reports for all the schools in the Region.
- Prepares reports on school visits and recommends the intervention of the Regional Financial Controller;
- Logs discrepancies and weaknesses found on school visits, meets the relevant Officers and provides recommendation to correct the issues;
- Participates in the recruitment and selection of Bursars in the schools;
- Coordinates and monitors the organization of workshops, training and seminars for Bursars, their assistants and other key school personnel and does presentations when necessary.
- Mediates with schools' personnel, etc to eliminate or resolve financial problems being experienced by the schools.
- Reviews submissions from schools for emergency payments and recommends approval.
- Participates in Bursar evaluation exercises;
- Facilitates termly Bursar meetings;
- Performs other related duties assigned by the Director.

Performance Standards:

- Ensures that there is full compliance to the FAA Act and Government's Procurement Guidelines;
- Financial statements and reports are accurately and timely completed within agreed format;
- Sound financial advice given;
- School Visits are implemented as scheduled and recommended;
- Regional Financial Controller is promptly advised of any discrepancies in schools;
- High ethical standards are maintained
- School regularly visited and monitored.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):**Within the Ministry**

Contact (Title)	Purpose of Communication
Director	Supervisory
Principals	Provide and receive information
Bursars	Provide and receive information
QEC Convenors	Provide and receive information

School HR Director	Provide and receive information
Internal Auditors	Provide and receive information
Compliance Officer	To provide and receive information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Ministry of Finance & the Public Service	Provide and obtain information
Tax Administration of Jamaica (TAJ)	Payments of statutory deductions
External Auditors	Provide and receive information

Required Competencies:

Core:

- Ability to communicate very well
- Ability to manage time well
- High degree of initiative
- Ability to relate and work very well with others
- Attention to details
- High level of integrity and confidentiality
- Strong analytic and problem-solving skills
- Sound decision making-skills

Technical:

- In-depth knowledge of the Financial Administration and Audit (FAA) Act
- In-depth knowledge of Government's accounting and financial principles, procedures and standards
- Thorough knowledge of Financial Management
- Thorough knowledge of the Government's Procurement Guidelines
- Knowledge of the Ministry of Education operation and functions
- Ability to maintain effective internal controls
- Knowledge of computerized accounting systems and Microsoft Office Applications

Minimum Required Education and Experience:

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University with at least three years' experience in the field

OR

- AAT Level 3;
 - ☐ ACCA-CAT Level C/level 3;
 - ☐ ACCA Level 1
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;

- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 &3;
- With at least five years' experience in the field

Authority To:

- Recommend and implement changes to the accounting systems in government operated schools in the Region.
- Access to confidential files.
- Provides guidance and technical support.
- Recommends virement of funds.

Specific Conditions Associated with the Job:

- Normal office environment
- Required to work beyond normal office hours at times
- Required to travel extensively to schools in the Region
- Required to possess a valid Drivers' Licence and a reliable motor vehicle