



Ministry of
Education & Youth

CAREER OPPORTUNITIES

JOB TITLE :

**FINANCIAL ANALYST (FMG/PA 3) - VACANT
FINANCE AND ACCOUNTS DIVISION**

JOB PURPOSE:

Under the general direction of the Principal Finance Officer, the Financial Analyst is responsible for performing analytical work requiring knowledge of current financial principles and analytical practices. The incumbent is responsible for assessing the financial impact of relevant decisions, conducting cost benefit analyses to inform final decisions, working on special projects and performing related work as required. The position is also expected to improve financial status by analysing results; monitoring variances; identifying trends and recommending actions to management.

REQUIRED EDUCATION AND EXPERIENCE:

- B.Sc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University;
- Or
- ACCA Level 2;
- Or
- Associate Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND
- Five (5) years' experience in a related area three (3) of which should be at a management level.



REMUNERATION PACKAGE:

FMG/PA 3 Salary Scale/ Pay Band 9, \$5,198,035.00 -
\$6,990,779.00 per annum



Ministry of
Education & Youth

CAREER OPPORTUNITIES

Interested persons are invited to submit applications with résumés no later than Tuesday, August 27, 2024 to the address presented below.

Director - Human Resource Management
Ministry of Education & Youth
2 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 descriptions are attached to this email.



**MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

JOB TITLE:	Financial Analyst
JOB GRADE:	FMG/PA 3
POST NUMBER:	
DIVISION:	Financial Management Services
REPORTS TO:	Principal Finance Officer
MANAGES:	N.A.

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

Strategic Objectives of the Financial Management Services Division

The Financial Management Services Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

Job Purpose

Under the general direction of the Principal Finance Officer, the Financial Analyst is responsible for performing analytical work requiring knowledge of current financial principles and analytical practices. The incumbent is responsible for assessing the financial impact of relevant decisions, conducting cost benefit analyses to inform final decisions, working on special projects and performing related work as required. The position is also expected to improve financial status by analysing results; monitoring variances; identifying trends and recommending actions to management.

Key Outputs:

- Cost of operations established and reported on
- Due Diligence Report presented
- Recommendations from Cost/benefit analysis presented
- Financial Status analyzed and reported on
- Reconciled transactions reviewed
- Data interpreted and analyzed

Key Responsibility Areas:

Technical / Professional Responsibilities

- Determines cost of operations by establishing standard costs;
- Conducts due diligence; using this information to develop revenue/expense analyses, projections, and reports regarding the impact of any designated action on the organization
- Applies cost/benefit analysis to programmes and activities and recommends relevant actions
- Guides cost analysis process by;
 - establishing and enforcing policies and procedures
 - providing trends and forecasts
 - explaining processes and techniques
 - recommending actions
- Identifies financial status by comparing and comparing actual results with plans and forecasts
- Recommends actions by analyzing and interpreting data; making comparative analyses and studying proposed changes in methods and materials
- Analyses and interprets all financial statements that are submitted by schools and agencies; undertakes comparative analyses and makes recommendations
- Develops financial models and provides financial forecasts

- Contributes to team effort by accomplishing required results as needed

Performance Standards

- Financial and operational data are monitored, analyzed for risk and reported in a timely manner
- Prepares financial documents and reports within the stated timeframe, consistent with the FAA Act and the Ministry's policies
- Financials are analysed and reported in a timely and accurate manner

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Chief Education Officer	Receive and provide information
Director Policy & Planning Services	Provide information
Permanent Secretary	“ “
Head of Budget Section	“ “

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

Contact (Title)	Purpose of Communication
Accountant General's Department	To provide and receive information
Ministry of Finance & planning	To provide and receive information
Banks	To provide and receive information
External Auditors	To provide and receive information

Required Competencies:

Core

- Integrity and confidentiality;
- Strong analytical skills;
- Strong problem solving abilities;
- Excellent inter-personal, oral and written communication skills;
- Excellent critical thinking, analytical and problem solving skills.
- Good time management

Technical

Knowledge of:

- Government's accounting and financial principles, procedures and standards
- The Financial Administration and Audit Act
- Financial management and budget control techniques

- Management practices and principles
- The Ministry's operation and functions
- The Staff Orders
- Automated financial management control systems and other relevant applications (excel)

Minimum Required Education and Experience

- B.Sc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- Associate Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND
- Five (5) years' experience in a related area three (3) of which should be at a management level.

Authority To:

- Recommend policies

Specific Conditions Associated With the Job

- Typical office environment