



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

**JOB TITLE : SENIOR FINAL ACCOUNTANT (FMG/PA 1)- ONE (1) VACANT POSITION
REGIONAL FINANCIAL MANAGEMENT SECTION**

JOB PURPOSE:

Under the leadership and direction of the Regional Financial Controller, the Senior Final Accountant is responsible for preparing statements of accounts for the Region and that accords with the stipulation of the FAA Act and Instructions as well as accepted Accounting Standards.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, OR Association of Certified Chartered Accountant (ACCA) Level 2;
- Two (2) years' experience in a Finance/Accounting environment.

OR

- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course;
- Four (4) years' experience in a Finance/Accounting environment.

REMUNERATION PACKAGE:

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





Ministry of Education, Youth, Skills and Information

CAREER OPPORTUNITIES

Interested persons are invited to submit applications and résumés addressed to the following no later than Tuesday, May 26, 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 6**

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Final Accountant
JOB GRADE:	FMG/PA 1
POST NUMBER:	
BRANCH:	Regional Educational Services
SECTION:	Regional Financial Management
REPORTS TO:	Regional Financial Controller
MANAGES:	N/A

Job Purpose

Under the leadership and direction of the Regional Financial Controller, the Senior Final Accountant is responsible for preparing statements of accounts for the Region and that accords with the stipulation of the FAA Act and Instructions as well as accepted Accounting Standards.

Key Outputs

- Financial analysis and final accounts for the various heads (Recurrent/Capital A/Capital B) prepared
- Financial/Final Accounts and Statements prepared and reported
- Technical advice and recommendation provided
- Individual work plan developed

Key Responsibility Areas

Technical/Professional Responsibilities

- Prepares the monthly/quarterly/yearly financial analysis and final accounts of the Region, to consist of the following accounts; Recurrent, Capital A, Capital B and Deposits (i.e. Fines Accounts) where applicable;
- Monitors that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgments, Payments, Depreciation Provisions, Other Provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that Original Estimates and Supplementary Estimates are properly brought to account under the relevant heads;
- Monitors all journal vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;

- Checks and takes steps for all manual cheques and cheque cancellations to be brought into account;
- Checks and takes steps for all warrant issues, warrant transfers, warrant adjustments, and cash advances to be brought to account under the relevant heads;
- Designs and implements mechanisms to facilitate the checking of the following statements for accuracy and completeness in respect of all heads and sub-heads, i.e. management accounts and final accounts;
- Analyses financial statements for accuracy and completeness in respect of all budget heads;
- Corroborates financial and accounting information/datasets from Regional Accounting Records;
- Resolves errors found in any of the financial and management accounts documents stated and bring to the attention of the Regional Financial Controller;
- Generates financial statements and reports for the review of the Regional Financial Controller before final submission to the Regional Director;
- Signs all relevant financial statements in respect of closed period for all heads then submit to the Regional Financial Controller;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Reporting).

Other

- Performs all other duties and functions as may be required from time to time.

Performance Standards

- Financial analysis and final accounts for the various heads (Recurrent/Capital A/Capital B) prepared in accordance with established guidelines and timeframes;
- Financial/Final Accounts and Statements prepared and reported are comprehensive, accurate and accords with agreed timeframes;
- Technical advice and recommendation provided evidence-based and timely;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact (Title)	Purpose of Communication
Regional Financial Controller	<ul style="list-style-type: none"> • Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications, and propose solutions; • Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.
Directors in the Finance & Accounts Division Central Ministry and Public Procurement	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters financial procurement and data management
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Ministry of Finance & Public Service – PEX and PXP	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Receive expert advice; and provide and exchange information;• Liaise on key Finance and Accounts issues.
Auditor General	<ul style="list-style-type: none">• Exchange information on audit queries and related processes
Banks Contractors, suppliers and providers of services	<ul style="list-style-type: none">• Monitors financial transactions and interventions;• Exchange of information.

Required Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of Financial and Accounting Principles and Practices;
- Knowledge of the preparation of financial statements & Reports
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance & Accounting systems;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Education and Experience

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, **OR** Association of Certified Chartered Accountant (ACCA) Level 2;

- Two (2) years' experience in a Finance/Accounting environment.

OR

- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course;
- Four (4) years' experience in a Finance/Accounting environment.

Authority To:

- Signs financial statements
- Identify discrepancies and errors and notify the Regional Financial Controller

Special Conditions Associated With the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.