



Ministry of Education, Youth, Skills and Information

CAREER OPPORTUNITIES

OLD HARBOUR REGIONAL OFFICE, REGION 6

JOB TITLE : SENIOR MANAGEMENT ACCOUNTANT (FMG/PA 2)- ONE (1) VACANT POSITION REGIONAL FINANCIAL MANAGEMENT SECTION

JOB PURPOSE:

Under the general supervision of the Regional Financial Controller, the incumbent is responsible for ensuring the development, compilation and submission of the annual budget for the Regional office, as well as all the infant, primary, all age and junior high schools in the Region and preparing monthly and annual cash flow consistent with the Ministry of Finance and the Public Service guidelines. The incumbent is also responsible for the preparation of all support budgetary reports in accordance with the FAA Act.

REQUIRED EDUCATION AND EXPERIENCE

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

REMUNERATION PACKAGE:

\$4,266,270.00- \$5,737,658.00 per annum





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Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, May 22, 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 Management Accountant
JOB GRADE:	FMG/PA 2
POST NUMBER:	
BRANCH:	Regional Educational Services
SECTION:	Financial Management
REPORTS TO:	Regional Financial Controller
MANAGES:	Management Accountant

Job Purpose:

Under the general supervision of the Regional Financial Controller, the incumbent is responsible for ensuring the development, compilation and submission of the annual budget for the Regional office, as well as all the infant, primary, all age and junior high schools in the Region and preparing monthly and annual cash flow consistent with the Ministry of Finance and the Public Service guidelines. The incumbent is also responsible for the preparation of all support budgetary reports in accordance with the FAA Act.

Key Outputs:

- Annual and Supplementary Budget for recurrent, Capital A and Capital B developed and submitted
- Budgeting and forecasting models developed and maintained
- Approved budget allocated
- Annual and monthly cash flow prepared, revised and submitted
- Regions Bank Accounts monitored
- Expenditure monitored
- Financial advice provided
- Reports prepared and submitted
- Staff performance appraisals conducted

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Provides technical advice and specialist assistance, relating to the budget processes, to Region and Schools as required;
- Advises the Regional Financial Controller on the financial performance and budget status of the Region and the Schools;
- Liaises closely with budget owners to provide a comprehensive accounting support service, including the provision of financial information, analysis to budget owners and review of business cases;
- Directs the analysis of variances and explore potential problems with budget owners, by making recommendations and executing those recommendations;
- Directs any necessary research, analysis and concluding on information to support the budget planning processes;
- Directs the development and maintenance of budget and forecast models for use in the Region and Schools;
- Reviews regularly budgets of divisions and subjects and quarterly reforecast outcomes;
- Directs initiatives to improve the systems surrounding all aspects of the budgeting, forecasting, business planning and end user financial systems;
- Prepares/reviews and submits annual Budget for Recurrent, Capital A and Capital B for submission to the Regional via the Director as directed;
- Prepares/reviews and submits Annual Cash flows to the MOEY via the Director;
- Prepares and submits monthly cash flows and warrant request to the Director;
- Develops and maintains effective budgeting systems that ensure:-
 - a. resources are allocated to the priorities as indicated through the corporate planning processes of the Region and Schools; and
 - b. expenditures are kept within the limits of the warrant and budgetary allocations;
- Prepares draft Expenditure Budgets for the Region and Schools through a process of coordination, consultation and consolidation;
- Analyses budget requests from the Region and Schools to ensure that these requests are in line with allocations and guidelines established by the MOFPS as well as the approved objectives in the Regional Corporate Planning mechanisms;
- Maintains regular communication and conduct visits to the various Schools to advise and direct the preparation of the Budget Estimates;
- Submits consolidated draft Budget Estimates to the Director ensuring its conformity with the prescribed guidelines and adequate time for its review and approval
- Prepares/reviews and submits supplementary budgets;
- Prepares virement request and submits to the Director for approval;
- Prepares and submits quarterly report of virement requests to the Regions and Schools
- Maintains control over the level of expenditure by ensuring that expenditure are kept within budgetary limits and that there are funds committed for each expenditure;
- Implements and maintains an effective cash management system by:-
 - a. Allocating the monthly warrants in accordance with agreed priorities;

- b. Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
 - c. Reconciling cash balances held in the Treasury Single Account (TSA) with the Accountant General's Department on an on-going basis;
- Establishes and maintains a sound system for budget implementation to ensure proper expenditure management and control in the Region and Schools;
- Puts in place a mechanism to monitor the implementation of the budget relating to the MOJ's divisions and Subjects;
- Obtains and analyses monthly reports to determine whether funds have been utilised for the purpose indicated in the approved budget;
- Allocates funds for the Region and Schools
- Evaluates the effectiveness of the management accounting service provided to budget owners, make recommendations and document ways of developing and improving the quality and timeliness of management information;
- Reviews and authorizes the following vouchers for the Region and Schools
 - a. Voted Provisions
 - b. Warrant Treasury
 - c. Virements
 - d. Supplementary Estimates
 - e. Budget Adjustments
 - f. Journal vouchers
- Assists the Regional Financial Controller in addressing issues/concerns raised in the Auditor General queries and reports in respect of the Finance and Accounts Division;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Management Accounting, Budget Formulation & Commitment Management) to determine what new solutions and implementations will meet the Regional business/operational requirements.
- Directs the revision of financial performance for the Region and Schools each month and prepares Monthly Variance Report;
- Designs and implements approaches that performs cost benefit analysis for proposed budgetary pathways and special projects;
- Guides the determination of expenditure priorities based on the application of evidence-based methodologies;
- Performs other related duties assigned by the Director

Management and Administrative Duties:

- Provides leadership, support and guidance to the staff to ensure the Section is effectively managed;
- Establishes and enforces standards and rules of professional conduct for staff within the Section in order to maintain the highest degree of confidence in its integrity and efficiency;
- Maintains effective working relations with external and internal stakeholders ensuring that the Section provides a consistently high level of service;

- Ensures staff is aware of and adheres to the policies, procedures and regulations of the Ministry and the Public Service;
- Prepares and submits reports.

Human Resource Duties:

- Participates in the recruitment, training, and disciplining of staff in the Section;
- Conducts periodical reviews of staff in accordance with the Work Plan;
- Completes performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Section and implements corrective measures

Performance Standards:

- The draft budget is prepared as required, and completed within the specified time frame;
- The Supplementary Budget is prepared as required and submitted within the specified time;
- All budgets budget are allocated and communicated to the Director within the required time frame and according to stipulated regulations
- The monthly and annual cash flows are prepared and submitted as stipulated;
- The revised monthly cash flow is prepared and submitted by the required time
- Expenditure within the Region is strictly and constantly monitored and used within the confines of the budget;
- The Region's Bank Accounts are regularly and appropriately monitored;
- Staff effectively supervised and performance appraisals conducted timely and accurately;
- Accurate reports are prepared in the stipulated format and submitted by the due date.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):

Within the Ministry of Education & Youth

Contact (Title)	Purpose of Communication
School Support Finance Officer	Provide and receive information
Principals	Provide and receive information
QEC Conveners	Provide and receive information
Bursars	Provide and receive information
Regional Office Staff	Collaboration
Education Officers	Provide and receive information
Finance Division-Head Office	Collaboration re Budget
Internal Auditors	Provide information

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

Contact (Title)	Purpose of Communication
Financial Institutions	Provide and obtain information- bank accounts
Tax Administration of Jamaica (TAJ)	Payments of statutory deductions
Suppliers	Payments of Goods of Services
External Auditors	Provide information

Required Competencies:

Core:

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

Technical:

- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Sound knowledge of Government's accounting and financial principles, procedures and standards
- Knowledge of the Ministry of Education operation and functions
- Knowledge of Forecasting, Planning and Budgeting
- 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 two 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 three years' experience in the field

Authority To:

- Allocate approved funds within stipulated limits
- Recommend sick and department leave
- Recommend vacation leave
- Recommend disciplinary actions

Specific Conditions Associated with the Job:

- Normal office environment
- Required to work beyond normal office hours at times
- Travels extensively within the Region.