



NATIONAL ENVIRONMENT AND PLANNING AGENCY JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Manager Management Accounts
JOB LEVEL:	8
POST NUMBER:	
DIVISION:	Finance and Accounts
BRANCH:	Management Accounts
REPORTS TO:	Director Finance and Accounts
MANAGES:	<ul style="list-style-type: none">• Management Accountant• Management Accounts Officer

This document is used as a management tool and specifically to 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 Division and Branches:

The Finance and Accounts Division provides a portfolio of financial functions to enable efficient operations of the Agency in executing its mandate and in the achievement of its objectives. The Finance and Accounts Division is responsible for managing the financial affairs of the Agency including financial reporting, budget control, establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices, and Government of Jamaica standards requirements. The Division has direct responsibility to oversee preparation and reporting on budgets and project financial activities of the Agency, and manage the Agency's investment portfolio.

Job Purpose:

Under the leadership and direction of the Director – Finance & Accounts, the Manager – Management Accounts is primarily responsible for strategically leading, directing and coordinating all budgets and forecasting activities to aid the decision-making mechanisms of the National Environment & Planning Agency (NEPA).

Key Outputs:

- Annual and Supplementary Budgets (Recurrent & Capital) developed and submitted
- Budgeting and forecasting models developed and maintained
- Annual Cash flows developed and submitted
- NEPA's Budget implementation system established and maintained
- Budgeting and Commitment Control systems developed and maintained
- Monthly cash flows and warrant request submitted
- Cash management systems implemented and maintained
- Vouchers reviewed and authorized on relevant systems
- Audit queries actioned
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff Coached and Appraisals Conducted

Key Responsibility Areas:

A. Administrative and other Responsibilities

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to Director, Senior Executives and other relevant stakeholders;
- Represents Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Finance & Accounts presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

B. *Technical/ Professional Responsibilities*

- Provides technical advice and specialist assistance, relating to the budget and commitment processes and system to NEPA's divisions as required;
- Advises the Director on the financial performance and budget status of the NEPA;
- 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 and systems;
- 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;
- Directs the Implementation and documentation of ways to developing the management accounting and reporting systems in the NEPA;
- Directs the development and maintenance of budget and forecast models for use in the NEPA;
- Reviews regularly budgets of divisions in the NEPA, 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 and specialized projects to the Parent Ministry and Ministry of Finance & Public Service via Director as directed;
- Prepares/reviews and submits Annual Cash flows to the MoFPS via the Director;
- Prepares and submits monthly cash flows and warrant request to the MoFPS via the Director;
- Develops and maintains effective budgeting and commitment control systems that ensure:-
 - resources are allocated to the priorities as indicated through the corporate planning processes of the NEPA; and
 - expenditures are kept within the limits of the warrant and budgetary allocations;
- Prepares draft Expenditure Budgets for the NEPA through a process of coordination, consultation and consolidation;
- Analyses budget requests from all Divisions in the NEPA to ensure that these requests are in line with allocations and guidelines established by the MOFPS as well as the approved objectives in the Corporate and Operational Planning mechanisms;
- Maintains regular communication and conduct visits to the various Divisions in the NEPA 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 by the CEO for submission to the Public Expenditure Division of the MOFPS within the stipulated deadline;
- Designs and implements mechanisms that makes use of finance and

accounting spreadsheets and statistical software in order to analyse financial results and track Key Performance Indicators;

- Directs the monitoring of changes in macro-economic variables such as; inflation rates, exchange rates, etc. and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the NEPA;
- Prepares/reviews and submits supplementary budgets;
- 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:-
 - Allocating the monthly warrants in accordance with agreed priorities;
 - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
 - Reconciling cash balances held in bank accounts on an on-going basis;
 - Investigating outstanding commitments with a view to minimize the timeline with which funds are tied up;
- Contributes to the development/review of financial and accounting policies and procedures ensuring compliance with general accounting standards and practices;
- Establishes and maintains a sound system for budget implementation to ensure proper expenditure management and control in the NEPA;
- Puts in place a mechanism to monitor the implementation of the budget relating to NEPA's divisions;
- Obtains and analyses monthly reports to determine whether funds have been utilized for the purpose indicated in the approved budget;
- Allocates funds and process commitments for NEPA divisions;
- Directs the revision of financial performance for NEPA each month and prepares Monthly Variance Report;
- 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;
- Assists the Director in addressing issues/concerns raised in the Internal/External/Auditor General's 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 NEPA's business/operational requirements.

C. Human Resource Responsibilities

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing accounting professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;

- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

D. Other Responsibilities

- The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority:

- The incumbent is authorized to:
 - Prepare and recommend budgets for the Finance & Accounts Division as well as any requirements for related assignments;
 - Compile overall draft Budget for the NEPA and related statutory obligations such as the NRCA;
 - Recommend Financial and Accounting procedural changes;
 - Recommend budgetary allocations in accordance with corporate and operational plans;
 - Provide information and guidance to CEO, Directors and Managers;
 - Provide Cash Flow and Budget Information to Ministry of Finance and parent ministry;
 - Engage a range of related stakeholders;
 - Recommend staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
 - Recommend relevant training and development programmes for direct reports to enhance knowledge and performance.

Performance Standards:

- Annual Recurrent and Supplementary Budgets prepared and submitted to the Director in the stipulated time and in accordance with guidelines and standards;
- Budgeting and forecasting models developed and maintained in accordance with industry and FAA standards and agreed timelines;
- Accurate Cash flows are prepared in line with the MOFPS guidelines as well as in accordance with the NEPA's Corporate Plan, policy priorities and resource availability;
- Budgeting and Commitment Control systems developed and maintained in accordance with guidelines and timeframes provided by the MOFPS;
- Draft Expenditure Budgets prepared in accordance with the ceilings and guidelines outlined in the Budget Call issued by the MOFPS;

- Draft Budget Estimates and Supplementary Budgets prepared in accordance with MOFPS guidelines;
- Cash management systems implemented and maintained in accordance with set guidelines and timeframes;
- NEPA's Budget implementation system established and maintained in accordance with set guidelines and timeframes;
- Vouchers reviewed and authorized on relevant systems are accurate and timely;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframe;
- Staff Coached and Appraisals completed and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts:

(i) Internal

Contact (Title)	Purpose of Communication
Director – Finance & Accounts	<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.
Strategic Planning	<ul style="list-style-type: none"> • Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback in the development of Corporate & Operational Plans.
Senior Executives/Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback to support the management accounting function on the divisions operations.
Public Procurement	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters public procurement management and financial resourcing.
Direct Reports	<ul style="list-style-type: none"> • Provide coaching, guidance and support.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Communication
Ministry of Finance & Public Service – PEX & PXPC	<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
Accountant General's Department	<ul style="list-style-type: none">• Provides and receives information regarding central treasury management and payments
Ministry of Economic Growth & Job Creation	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Receive expert advice; and provide and exchange information;
International/Development Donor Partners	<ul style="list-style-type: none">• Provides and receives information regarding project funding and reporting
Professional Affiliations	<ul style="list-style-type: none">• Provides expert advice and exchange information;• Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	<ul style="list-style-type: none">• Provides monitoring & evaluation functions to support the management accounting processes and exchange information;
General Public	<ul style="list-style-type: none">• Collaborate on matters, exchange information, provide advice and seek feedback

Working Conditions

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Will be required to travel locally and overseas to attend conferences, seminars and meetings.

Required Competencies

- Good knowledge of Financial and Accounting Principles and Practices;
- Excellent knowledge of the management accounting and business forecasting principles and practices;
- Good knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions, FIEA) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;

- Knowledge of ICT Finance & Accounting systems;
- Good knowledge of Finance and Accounting monitoring and evaluation frameworks;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the NEPA;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Education and Experience

- Master's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, OR Professional designation such as Association of Certified Chartered Accountant, (ACCA);
- Five (5) years' experience in a Finance/Accounting environment (with a focus on budget analysis and management), with at least two (2) years in a middle management capacity.

OR

- 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;
- Seven (7) years' experience in a Finance/Accounting environment (with a focus on budget analysis and management), with at least four (4) years in a middle management capacity.

OR

- NVQJ Level 5, Accounting;
- Seven (7) years' experience in a Finance/Accounting environment (with a focus on budget analysis and management), with at least four (4) years in a middle management capacity.