



**NATIONAL ENVIRONMENT AND PLANNING AGENCY  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Manager Final Accounts & Reporting
<b>JOB GRADE:</b>	<b>8</b>
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Finance and Accounts
<b>BRANCH:</b>	Final Accounts & Reporting
<b>REPORTS TO:</b>	Director Finance and Accounts
<b>MANAGES:</b>	Final Accountant Final Accounts Officer Disbursement & Collections 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 – Final Accounts and Reporting is primarily responsible for leading and directing the financial management processes and systems concerning the timely analysis and preparation of financial statements and reports for the NEPA, NRCA, TCP and any related function. Additionally, the Manager – Final Accounts and Reporting also provides expert financial management advice, analysis and meaningful reports on the financial position of the organisation to the Director to assist in strategic plans and make informed decisions.

### **Key Outputs:**

- General Accounts and Bank Reconciliation activities directed
- The preparation of accounting & financial reports overseen and coordinated
- A wide range of Accounting and financial statements analyzed/reviewed
- A wide range of Accounting and financial statements reported
- Technical advice and recommendation provided
- 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***

- Directs the coordination, advisory and analysis of all accounts (NEPA, NCRA, TCP, etc.) and bank reconciliation activities encompassing matters relating to



the financial operations of the agency;

- Oversees and coordinates the preparation of monthly, quarterly and annual financial reports and other financial reports/analyses for all operational accounts and specialized accounts in accordance with GOJ guidelines and IPSAS - IFSA for review by the Director – Finance & Accounts;
- Devises, implements and monitors mechanisms that ensures the financial reports/statements prepared are true and fair and are prepared on a timely basis;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards - IPSAS – IFSA and GOJ guidelines;
- Collaborates with Managers in the Finance & Accounts Division by preparing comprehensive and long-term accounting/financial forecast to aid decision making;
- Develops and manages models, programmes and reporting tools to support the financial reporting requirements pertaining to the diverse activities of Finance & Accounts;
- Designs and develops financial information reports to provide current and relevant information for the divisions NEPA to assist them in assessing their resources and making sound business decisions;
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Develops and reviews programmes and project reports to respond in a timely and accurate manner to internal and external data requests;
- Corroborates financial and accounting information/datasets with the Ministry of Economic Growth & Job Creation relating to the Specialized Account, and the Accountant General's Dept and Banks regarding other accounts ensuring accuracy and final reporting;
- Directs the creation of new financial reports, in consultation with ICT Branch as required, to respond to immediate access and analysis of large datasets;
- Works closely with the Director as required to prepare financial analysis and models supporting the economical use of public funds;
- Works closely with the Manager – Management Accounts to assess and recommend strategies to maximize financial opportunities such as reducing costs, and evaluates the risks associated with the strategies;
- Directs the preparation of the annual audit requirements for programmes and initiatives as set forth the FAA Act, Regulations and Instructions;
- Provides leadership, advice, and support within the Finance and Accounts Division by recommending strategies to improve or enhance existing financial reports, and the development and use of ad-hoc reporting;
- Signs cheques, electronic and bank transfer letters after careful review of payment documentation;
- Assists the Director in addressing issues/concerns raised in the Internal/External/Auditor General's queries and reports;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Reporting) 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 all Financial Statements and Reports;
  - Recommend Financial and Accounting procedural changes;
  - Approve/Administer procedures for the monitoring and reviewing of programmes and systems;
  - 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:**

- General accounts and bank reconciliation activities directed in accordance with agreed GOJ and IPSAS – IFRS standards and timeframes;
- The preparation of accounting & financial reports overseen and coordinated according to agreed standards, SLAs and timeframes;
- Accounting and financial statements reviewed in accordance with agreed standards and timeframes;
- Accounting and financial statements reported are comprehensive, accurate,



accordance with required FAA Act, Instruction and IPSAS – IFRS formats and timeframes;

- Technical advice and recommendation provided are evidence-based and timely;
- Cheques, electronic and bank transfer letters reviewed and signed in a timely manner and are accurate;
- 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 timeframes;
- 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
CEO Director – Finance & Accounts	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships;</li> <li>• Collaborate, exchange information, provide strategic advice, support and feedback in the development of Corporate &amp; Operational Plans.</li> </ul>
Senior Executives/Management	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships;</li> <li>• Collaborate, exchange information, provide strategic advice, support and feedback to support the management accounting function on the divisions operations.</li> </ul>
Public Procurement	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships on matters public procurement management and financial resourcing.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide coaching, guidance and support.</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Provide expert advice and exchange information</li> </ul>



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

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

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;
- Good knowledge of the preparation of financial statements & Reports
- Knowledge of Audit Principles and Techniques;
- Expert knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Expert 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 understanding of the public expenditure policy environment and the goals;
- 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 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 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 at least four (4) years in a middle management capacity.