



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITIES

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position within the National Insurance Investment Secretariat (National Insurance Fund):-

Director, Finance and Accounts (FMG/PA 4) (VACANT)

Salary: - \$6,333,301.00 per annum

JOB PURPOSE

Reporting to the Transition Manager, the incumbent is responsible for preparing the financial statements of the National Insurance Fund in accordance with International Financial Reporting Standards (Accrual Accounting) and ensuring the integrity of the accounting system.

KEY OUTPUTS

- Operation plan for the Branch prepared
- Annual budget \$3+B prepared
- General Ledger, Cash Management, Accounts Payable and Receivables Systems maintained and updated
- Investment Instruments reconciled
- Financial Statements, reports, GCT Returns and other statutory returns prepared
- Audit Schedules and confirmation letters prepared
- Bank Reconciliation Statements and loan amortization schedules prepared

KEY PERFORMANCE STANDARDS

- Operational plans prepared in keeping with prescribed format
- Appraisals conducted within the agreed timeframe
- Financial statements and reports accurate, formatted and submitted within the agreed timeframe
- Accurate General Consumption Tax returns prepared and submitted as scheduled
- Queries addressed in a timely manner
- Audit schedules accurate
- Accurate and timely bank reconciliation

KEY RESPONSIBILITIES

Management & Administrative Responsibilities

- Prepares and costs the Operational Plan for the Branch;
- Participates in strategic planning meetings of the Fund;
- Participates in the preparation of budget reports, work disposal plans and fiscal forecasts required to deliver programme;
- Analyses resource ,budgets and work plans to determine the best combination of human and technical resources to accomplish set objectives;

- Develops and reviews short-term and long-term plans to achieve the most effective delivery of services;
- Ensures staff is aware of and operates in accordance with all the relevant laws, policies, regulation and procedures;
- Compiles and submits requisition for office and human resources for the Unit
- Maintains effective working relations with internal and external stakeholders and customers, ensuring that the Branch provides a consistently high level of service to them.

Human Resource Management Responsibilities

- Participates in the recruitment of staff and ensures that they are aware of and adhere to the policies and procedures of the Unit;
- Conducts periodical reviews of supervisees in accordance with work plans; completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective cooperative working relationships with staff;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures;

Technical/Professional Responsibilities

- Prepares financial statements and other reports
- Provides technical guidance to the relevant officers
- Prepares the annual budget
- Coordinates the audit process
- Reviews and posts transaction in the Account Payable and Receivables Systems as required
- Oversees the reconciliation of investments instruments
- Reviews and post journal entries to the General Ledger system
- Reviews General Consumption Tax and Payroll Tax returns
- Reviews audit schedules and confirmation letters
- Oversees the preparation of the bank reconciliation statements
- Reviews loan amortization schedules
- Prepares the operational plan for the relevant department
- Prepares budget, forecast and variance analysis
- Reviews and updates Accounting Policy and make the required recommendations to the relevant officer
- Monitors the Cash Management System to authorize cash transfers as required
- Responds to audit confirmation request from other institutions

Other Responsibilities

- Performs other related duties as assigned.

REQUIRED COMPETENCIES

- Excellent knowledge of International Financial Reporting Standards
- Sound knowledge of Financial Accounting and Audit Act
- Excellent knowledge of Government of Jamaica procurement guidelines
- Sound knowledge of Financial Instruments Pricing
- Proficient in the use of ACCPAC and Microsoft Applications
- Good analytical skills
- Good writing and oral communication skills
- Ability to work on own initiative

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA or equivalent professional certification or;
- Masters degree in Accounting or Management studies with Accounting from a recognized University;
- Certification in the Jamaican Securities Course
- At least three (3) years' experience in preparing financial statements for an organization with a large investment portfolio

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extended working hour

AUTHORITY

- Implement controls in the Accounts Branch
- Authorized payment vouchers
- Conduct budget and variance analysis
- Sign audit confirmation letters and review GCT returns and other statutory returns
- Recommend leave, acting arrangements, increments and initiate disciplinary action
- Recommend and organize training

Applications accompanied by resumes should be submitted no later than **Friday, July 17, 2026,** attention:-

**Senior Director Human Resource Management and Development
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: resume@mlss.gov.jm**

Please note that only shortlisted persons will be contacted.