



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE **FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-
Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

June 23, 2025

Cabinet Secretary
Permanent Secretaries
Heads of Departments and Agencies

Re: Appointment of Accountable Officers

Permanent Secretaries and Heads of Department are being reminded that in accordance with Section 24F of the Financial Administration and Audit Act, Accounting Officers are required to appoint Accountable Officers in their respective departments. An appointment as an accountable officer should be done in writing based on the form set out in Schedule C of the Financial Management Regulations (FMRs). The form is attached for ease of reference.

In keeping with the outlined instructions, a list of appointees in each ministry/department should be submitted where changes are made to the existing appointees or where new appointments were made.

Kindly submit copies of the letters of appointment of recently appointed accountable officers to the Financial Secretary.

You are also reminded that in keeping with Regulation 27 of the FMRs, a list of all appointed accountable Officers and their positions should be submitted to the Financial Secretary within thirty (30) days following the end of each financial year.

Please be guided accordingly.

Regards,

Hope Blake (Mrs)
for Financial Secretary

THE FINANCIAL MANAGEMENT REGULATIONS, 2011

SCHEDULE C

(Regulation 66)

Accountable Officers Appointment Letter

Ref. No. 107/053A

Name
<<Job Title>>
Ministry/Department
<<Address 1>>

Dear <<Title>> <<LastName>>

The Financial Administration and Audit Act defines an "accountable officer" as:

"any public officer, including an accounting officer, concerned in or responsible for the collection, receipt, custody, issue or payment of public moneys or other public property;"

In accordance with section 24F of the Financial Administration and Audit (FAA) Act, I hereby appoint you to be an accountable officer charged with the responsibility for the management of the funds of the _____

(Insert name of the public body)

Accordingly, you are hereby authorized to incur expenditure not exceeding the level of allocations issued to you or for which you are responsible. You are also required to manage the resources in accordance with the following conditions governing the regularity and propriety of expenditure—

- (a) responsibility to plan and control the expenditure within the funds allocated, through establishing and maintaining the prescribed system of commitment planning and control, ensuring that each item of expenditure is supported by the availability of funds for the specific purpose as required by financial instructions;
- (b) compliance with the Public Bodies Management Accountability (PBMA) Act; the FAA Act and any Regulations made thereunder, any Financial Instructions issued by the Financial Secretary under section 51 of the Act, and the prescribed public sector procurement procedures regarding tenders, contracts and payments;
- (c) avoidance of waste and extravagance and seeking of economy, efficiency and effectiveness in the use of resources made available;
- (d) proper management and accounting of assets, including stores, equipment, and transport vehicles;
- (e) maintenance of records to generate timely financial reports and other management information.

Failure to comply will render you liable to disciplinary proceedings under the Public Bodies Management and Accountability Act and the Financial Administration and Audit Act and in accordance with the Public Service Regulations.

Yours faithfully,

Financial Secretary

Please sign and return the duplicate copy:
Terms and conditions accepted in the above letter.

.....
<<Title>> <<First Name>> <<Last Name>>
accountable officer