



MINISTRY OF FINANCE & THE PUBLIC SERVICE

VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following post in the **Public Expenditure Policy Co-ordination Division** of the Ministry.

FINANCIAL POLICY ANALYST (GMG/SEG 3) – VACANT

Job Purpose

Under the direction and management of the Senior Financial Policy Analyst, the Financial Policy Analyst is responsible for assisting with the development, review and analysis of Accounting and Financial Management policies, legislative instruments, standards, procedures and guidelines relating to Accounting and Financial Management in the GOJ and for contributing to high-quality policy advice on contentious and emerging issues

Key Responsibilities

Technical/Professional:

- Researches, analyses and develops sound policy submissions and advice to enable informed decision making on a range of Accounting and Financial Management matters in the GOJ;
- Proactively identifies and analyses policy options and emerging issues related to a range of Accounting and Financial Management in the GOJ;
- Provides a range of project management and support services, including preparation of discussion papers, briefs and Project Plans to contribute to the development and delivery of policy initiatives;
- Builds and maintains relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision making;
- Communicates with key stakeholders and co-ordinates working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation;
- Provides expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of a range of Accounting and Financial policies to support MDAs;
- Monitors, evaluates and reports on the development and/or implementation of Accounting and Financial Management policies to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, Industry and Academia to research and understand potential issues in the Accounting and Financial Management Sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Researches and benchmarks GOJ's Accounting and Financial Management systems, standards and procedures against other national and international jurisdictions;
- Prepares policy responses for Cabinet or MDAs requesting Accounting and Financial Management information;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with GOJ requirements, to respond to MDAs and/or GOJ requests;
- Keeps informed of developments in the Public Policy, Accounting and Financial Management issues to help the Ministry operate with initiative and innovation.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

- Prepares and delivers Public Policy presentations related to Accounting and Financial Management as needed.

Human Resource:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual Customer Service Reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Competencies

Core:

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Good knowledge of policy evaluation frameworks
- Good knowledge of Accounting and Financial Management principles and practices
- Good ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good oral 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 Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- 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 Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Three (3) years' experience in a Public Policy or Public Sector Management environment.

Special Conditions Associated with the Job

- 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;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Remuneration

- Basic Salary: \$2,551,250 - \$3,032,634 per annum
- Travelling Allowance: \$894,924 per annum (with a motor vehicle)
\$362,472 per annum (without a motor vehicle)

Suitably qualified persons are invited to forward a cover letter and résumé no later than Tuesday, March 1, 2022 to the:

*Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
hrapplications@mof.gov.jm*

***Please identify the job title of interest as the subject.
We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.***