



## MINISTRY OF ECONOMIC GROWTH & JOB CREATION

### ACTING OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the following not-vacant position in the Finance and Accounts Division of this Ministry:

- 1. Director, Budget and Finance (FMG/PA 2) - (Not-Vacant)**  
**Salary Scale: \$4,266,270 - \$5,737,658 per annum and any allowance(s) attached to the post.**
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#### **JOB PURPOSE**

Under the general direction of the Director, Housing Fund Account, the incumbent is responsible for developing and managing the Housing Fund budget for the relevant housing portfolio areas within the Ministry, maintaining effective internal control systems to ensure sound expenditure management, and overseeing the operations of the Fund's financial management information system.

#### **KEY RESPONSIBILITY AREAS**

##### **Management/Administrative Responsibilities**

- Develops objectives to guide the operations of the Budget & Finance Unit.
- Ensures proper maintenance and security of accounting records.
- Leads the preparation and formulation of the Housing Fund budget.
- Monitors and stays informed of upcoming housing-related projects to align budget planning.
- Establishes and maintains effective control systems to ensure Housing Fund expenditure remains within approved budgetary provisions.
- Responds to and resolves audit queries.
- Prepares routine, operational, ad-hoc and other relevant financial reports.
- Develops individual work plan in alignment with the Branch's operational plan.
- Conducts staff appraisals.

##### **Technical/ Professional Responsibilities**

- Manages and maintains a sound accounting framework to support the operations of the Budget and Finance Unit.
- Monitors and manages bank and investment accounts to ensure optimal fund utilization.
- Collaborates with Housing Branch Heads on housing-related projects and programmes to inform the development of the Housing Fund budget and ensure alignment with the Ministry's objectives and priorities.
- Finalizes the Housing Fund's budget and prepares draft submissions for approval by the Permanent Secretary and Principal Finance Officer.
- Provides technical advice and guidance on the utilization of budgeted funds.
- Monitors and evaluates budget performance, and analyses variances to inform financial decision-making.
- Oversees the maintenance of relevant accounting books and the preparation of financial statements and related reports.
- Manages the Housing Fund's accounting software, including recommending the establishment of new General Ledger accounts, where necessary.
- Reviews variance analysis reports to ensure accuracy.
- Prepares virement requests for housing projects based on submissions from Branch Heads.
- Liaises with banking institutions to support fund management.
- Update payment files to ensure accuracy and completeness.
- Files General Consumption Tax (GCT) payable and Contractor's Levy in accordance with relevant legislation and requirements.

##### **Human Resource Responsibilities**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions when necessary.
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates the welfare and development of Staff in the Branch.
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment.
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Leadership
- Sound Judgement
- Team Building
- Excellent Written and Oral Communication
- Interpersonal Skills
- Initiative
- Results Oriented
- Confidentiality and Integrity
- Attention to Detail
- Analytical Skills
- Ability to cope well under pressured working conditions and to meet deadlines

#### **Technical:**

- Excellent knowledge of the Financial Administration and Audit (FAA) Act
- Familiarity and good understanding of Housing Sector Financial Operations
- Sound understanding of Budget Administration and Financial Planning
- Knowledge of the Housing Act
- Ability to identify and mitigate financial risks
- Familiarity with contract costing, terms, and risk clauses
- Understanding of procurement regulations

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- NVQJ Level 5, Accounting or;
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting MIND
- Three (3) years working experience with at least two (2) years in a supervisory position

### **Please note that only shortlisted applicants will be contacted.**

All applications along with resumes should be submitted on or before August **29, 2025**:

to:

Senior Director, Human Resource Management & Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5

**Or email:**

[human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)

**Subject: Director, Budget and Finance (FMG/PA 2)**

**Do ensure that the post title is included in the subject line.**