

Accountant General's Department



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Job Description & Specification

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2024

ACCOUNTANT GENERAL'S
DEPARTMENT



Improving non-stop

**REVENUE
BUDGET
ANALYST**

Public Building West, King Street, Kingston, Jamaica

Job Description

Job Title: Revenue Budget Analyst

Post Number:

Job Level/Grade: FMG/PA 2

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Director – Revenue Management

Direct Reports: Treasury/Revenue Officer (x 2)

This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

1. STRATEGIC OBJECTIVES:

The Financial Operations Division is responsible for revenue management; budget execution; pensioner's payroll and centralized salary payments. The Division undertakes all functions of the Central Treasury Management with regards to receipt, payment, and reporting. It performs the role of manager of the Treasury Single Account (TSA) and other bank accounts of the Government. It executes an efficient receipt and payment system. This division ensures that centralized disbursements of payments from the Consolidated Fund under the authority of Warrants, including pension payments and salaries, are executed accurately and in a timely manner. Disbursements also include payments from extra-budgetary funds.

2. JOB PURPOSE:

The Revenue Budget Analyst is responsible for ensuring that GOJ Non-Tax revenue estimates are monitored against actual collections. The Analyst examines revenue transfers from Ministry/Department and Agencies to the revenue accounts (Miscellaneous and Consolidated fund) under the control of the AGD and advises on trends, strategies and policies for more effective budget execution. The incumbent oversees the work of the Budget Officer to ensure the production of the relevant records for reports. The incumbent also ensures that the requisite annual and quarterly reports are prepared, analysed and recommendations made for improvements.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare the Non -Tax Revenue Budget for the Accountant General's Department;
- To monitor GOJ Revenue budget Execution;
- To post the approved GOJ Revenue Estimates on Revenue Management Module (RMM);
- To monitor Revenue estimates inflows and unclassified deposits for compliance with requirements for all receipts/revenue due to the Government;

3. KEY OUTPUTS:

- Approved GOJs Revenue Budget posted to RMM
- Non-Tax Revenue Estimates for Accountant General's Department is prepared annually.
- Revenue Deposits from PRRs uploaded on RMM for transfer as instructed.
- Revenue Inflows and unclassified monitored daily.
- Monthly, Quarterly and annually projections are prepared for review by the Director of Revenue Management

4. KEY RESPONSIBILITIES:

Technical

- Provides technical advice to the Director – Revenue Management and the Assistant A G Revenue and Expenditure;
- Reviews, and analyses Revenue estimates inflow by ensuring compliance with the approved GOJ's plan- and other legislative mandates.
- Administers and Monitors the prompt receipting and lodgement of Revenues to the relevant accounts;
- Assists in the preparation of GOJ's Revenue projections based on trends and information received from the MDAs, PRRs ;
- Monitors unclassified Revenue deposit by ensuring compliance with regulations and rules and established policies and procedures.
- Liaise with MOFPS to ensure Revenue Schedules for the Financial year are received, maintained and monitored.
- Monitors and certifies Miscellaneous Revenue transfers and refunds;
- Monitors returned cheques, and prepares advice letters to the Ministries;
- Prepares reports for the Ministry of Finance;
- Investigates and drafts responses to audit queries;
- Monitors revenue transit accounts for making daily sweeps to the Consolidated Fund;
- Verify unclaimed deposits and recommend refund for approval and payment;
- Ensures that all transactions are correctly classified and receipted;
- Prepares financial management reports, special reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports as requested by the Director of Revenue;
- Acts as a liaison officer between the Treasury and other Government MDAs in accordance with defined procedures;
- Acts as a liaison officer between the Treasury and financial institutions to resolve any related issues.

Strategic Leadership

- Monitors staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, and evaluates the Unit's fiscal function and performance;
- Ensures the smooth and efficient operation of the unit through the management of daily operations;
- Meets or exceeds unit performance targets;
- Deputizes for the Director – Revenue Management as and when required.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborate with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implement and promote health and safety policies; and mitigate and minimize workplace hazards;
- Monitors the performance of staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

Any Other Duties

- Any other related duty that may be assigned from time to time

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Accurate and timely technical advice is provided to the Director – Revenue Management and the Assistant AG Revenue and Expenditure;
- Receipts for all funds received for the Miscellaneous Revenue are current and accurately classified within five (5) days of ensuing month
- Miscellaneous Revenue Reports meet required standards and are submitted within (5) days of ensuing month
- Miscellaneous Revenue refunds are certified within three (3) days of receipt
- Journal entries are certified within three (3) days of receipt
- Audit queries are acknowledged within one (1) day adequately resolved and communicated within stipulated timeframe;
- Expenditure Credits, Appropriations in Aid and Miscellaneous Revenue are correctly vouchered and in agreement with source document
- Revenue projections required for preparation of GOJ's Revenue projections are accurate and provided within required timelines;
- Discrepancies with the banks are resolved;

6. Authority

- Recommends appointment or acting assignments
- Recommends training
- Recommends leave
- Recommends or applies disciplinary action
- Signs off on Workplans and Performance Evaluation Reports

7. Contacts

- Internal

(i) Within MDA	
Accountant General	Provide information
Deputy AG- Financial Operations	Receive directives; seek guidance; provide information
Assistant AG- Revenue & Expenditure	Receive directives seek guidance; provide information
Staff within the Revenue & Expenditure	Provide guidedance or seek information
HRMD	Staff related issues; seek guidance

External

MDAs, Financial Institutions etc	Provides and receive information within the area of responsibility
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8. JOB SPECIFICATION:

a. Minimum Qualification and Training

BSc. Degree in Accounting **or**; Management Studies with Accounting **or**; BBA Degree **or**; ACCA Level 2 **or**; NVQJ Level 5 **or**; ASc. Degree in Accounting, MIND along with Diploma in Government Accounting, MIND *and a minimum of 5 years' experience in accounting.*

Desired:

Good knowledge of public treasury operations

b. Essential Experience and Knowledge:

- At least 3 years of experience working at a supervisory level in Accounting or Finance;
- knowledge of Accounting practices and applications;
- knowledge and experience in all areas of financial management;
- Experience analysing financial performance of an organization;
- Knowledge of international Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Experience in budget management.

c. Competencies

The incumbent is a senior public servant who is expected to lead a team of professionals in realizing the goals and objectives of the unit, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

Core Competencies

- Good Oral and Written Communication
- Good Problem Solving and Analytical Skills
- Good Customer Focus Skills
- Results Focus
- Integrity

Technical Competencies

- Good knowledge and understanding of Accounting and Reporting Practices
- Good knowledge of required Legislations, Policies and Procedures

Managerial Competencies

- Strong Leadership Skills
- High Emotional Intelligence Skills
- Strong Performance Management Skills

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- **Physical Demands** - Pressured working conditions with numerous critical deadlines. Individual must have a keen eye for detail and be able to demonstrate exceptional time management

Work Environment - Normal office conditions

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date