

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **Regional Office**:

DIRECTOR, FINANCE & ACCOUNTS (FMG/PA 4) - VACANT

(Salary range \$4,947,565 - \$6,653,925 per annum and any applicable allowances)

This position holder will direct the financial and accounting functions of the Region and monitor them through financial controls and procedures to facilitate proper reporting, recording and fiscal prudence in compliance with financial policies and procedures.

Qualifications and Experience:

- B.Sc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- Post-Graduate Degree in Accounting/Financial Accounting or;
- Practising Chartered Accountant and a Member of a designated professional accounting Body or;
- ACCA Level 2 or 3 or;
- A.Sc. Degree in Accounting - MIND, along with the Diploma in Government Accounting - MIND **plus**
- **F**AA Board Approval (Ministry of Finance & The Public Service)
- At least five (5) years post certification experience in general financial and management accounting at a senior level
- At least three (3) years in a senior financial management within the government is a definite asset
- ACCA designation or equivalent is a definite asset

Required Knowledge, Skills & Competencies:

Specific

- Knowledge of all accountancy and internal control procedures and sound knowledge of the Financial Administration and Audit Act.
- Practical experience of EDP systems and their applications.
- Design and implementation of proper financial management control systems.
- Knowledge of the financial market, particularly as it relates to investments.
- Knowledge of the management of budgets and inventory systems.

Technical

- Excellent knowledge of Government of Jamaica accounting principles, guidelines and laws
- Excellent knowledge of the FAA Act
- Proficiency in the use of spreadsheets and other computerized systems
- Able to prepare and analyze financial statements
- Competent in preparing financial reports.

Core

- Excellent leadership and team building skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent interpersonal and influencing skills
- Ability to function effectively in a crisis situation

Key Responsibilities will include:

Management/Administrative:

- Developing and updating the objectives and strategies of the Finance/Accounts Unit's Strategic/Operational/Business Plan;
- Advising the Regional Director and the Finance Committee of the Board on the financial performance of the Region and its financial status;

- Providing expert financial advice to Accountants.
- Preparing Progress, Annual and Special financial reports as necessary;

Financial/Professional:

- Ensuring that appropriate financial and accounting policies and procedures are in place in order that the region's accounts and financial records are kept in accordance with the requirements of the Financial Administration and Audit Act.
- Producing proper and timely financial reports and accounts for the region in order to satisfy the requirements of the Ministry of Health & Wellness and the Ministry of Finance and the Public Service in regard to the control of expenditures and incomes in accordance with the budget.
- Ensuring that agreed financial resources are available in a timely manner in order to ensure that officers have resources to effectively and efficiently implement their operational plans.
- Ensuring that a budgeting system is in place and that budgets are submitted within the timeframe set by the Ministry of Health & Wellness and in keeping with the Ministry's operational guidelines;
- Ensuring that the budget is prepared in accordance with:
 - ✓ Ceilings and guidelines outlined in the Budget Call
 - ✓ The objectives and strategies of the Region outlined in its Strategic Plan and Service Level Agreement
 - ✓ The Ministry of Health & Wellness' policy priorities;
- Ensuring that the budget requests from the hospitals and health departments are developed and closely analyzed to determine that they reflect the level of allocations and guidelines established by the Region's senior management team and are supported by realistic implementation plans;
- Ensuring that guidance is given where necessary to hospitals and health departments in the preparation of the narrative in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Strategic Plan.
- Reviewing in conjunction with the Parish Managers and the CEOs the structure of cost recovery from health insurance/applicable user fees to ensure that all possible scope for user fees/cost recovery from health insurance is recovered;
- Ensuring validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current health costs, trends of expenditure and actual collection and any special health factors that will affect future trends etc.;
- Overall responsibility for cash management including:
 - ✓ Allocating the monthly and quarterly warrants in accordance with agreed priorities;
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - ✓ Approves the monthly cash flow requests for submission to the Ministry of Health & Wellness by the 15th day of each month. This should take into account bills on hand as well as planned expenditure for the following month.
- Ensuring that expenditure against the approved budget is met from the warrant allocation and not from unauthorized sources such as withholding statutory and other approved deductions, diverting the Region's revenue;
- Reviewing on an on-going basis all bank accounts to ensure proper cash management;
- Recommending cost-saving measures and control systems for the operational use, maintenance and security of all assets under the control of the Region;
- Analyzing areas of risk in the Region's operations;
- Calls for periodic budget reviews in targeted hospitals and health departments;
- Assisting the Regional Director in the operation of an effective system of evaluating and monitoring of outstations as it relates to financial management;
- Ensuring that there is a system for the maintenance of proper records of the Region's financial affairs, the preparation of monthly accounts, financial reports and annual appropriation accounts in accordance with the requirement of the Ministry of Finance and the Public Service and in keeping with the Financial Administration and Audit (FAA) Act;
- Ensuring that proper accounting of project expenditure (specific reference to externally funded projects) to facilitate prompt 'draw-downs' and close monitoring of the inflows of external receipts against budgetary targets;
- Putting in place a sound system of management accounting and reporting to meet operational requirements of the Region;
- Monitoring that there is an adequate system for checking, certifying and authorizing payments in accordance with the FAA Act, its regulations and instructions;
- Ensuring that there is an adequate system for the accurate computation and payment of salaries;

- Monitoring that all deadlines are met for the payment of salaries and other obligations, provided that funds are available;
- Ensuring that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.
- Developing internal payment systems for overseas suppliers of goods and services.
- Responding to internal and external auditor's reports and implements recommendations.

Human Resource Management:

- Developing and managing the performance of the Finance Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensuring that the Finance Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintaining effective working relationships with external and internal stakeholders and clients, ensuring that the Finance Unit provides a consistently high level of service to them;
- Participating in the recruitment of staff for the Finance Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Unit, assists with the development and implementation of a succession planning programme for the unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Finance Unit;
- Ensuring the welfare and developmental needs of staff in the Finance Unit are clearly identified and addressed;
- Establishing and maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the organization's goals.

Applications along with resume should be sent no later than **Friday, January 27, 2023** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED