



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

MANAGER, FINANCE & ACCOUNTS (LEVEL 8) (VACANT)

BASIC SALARY: \$5,858,303 to \$7,878,767 per annum

JOB PURPOSE:

Under the general direction of the Executive Director, the Manager, Finance and Accounts is tasked with the responsibility for Finance and Accounting, procurement, revenue collection and management of the general financial operations of the JIPO in accordance with the Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act, the Income Tax Act, the Government Procurement guidelines and the relevant regulations and legislation.

Key Outputs

- Successfully developed income generating and revenue earning activities.
- Effective and efficient financial, and accounting systems, procedures and processes developed, implemented and monitored.
- Procurement systems, procedures and processes developed, implemented and monitored
- Financial systems evaluated and revised.
- Financial statements and reports prepared and submitted.
- Estimates of revenues and expenditures prepared.
- Divisional budgets, strategic, operational, corporate and individual work plans developed and submitted.
- Cash flow formulated and submitted.
- Monthly, quarterly, annual and other special reports developed and submitted.
- Proper expenditure on approved budgetary programmes and activities.
- Efficient and effective management of the investments of JIPO's funds.
- Timely preparation and presentation of audited financial statements.
- Authoritative and accurate financial advice given.
- Audit queries answered and submitted.
- Staff evaluated, assessed, appropriately trained, motivated and skilled.

Required Competences

- Strong presentation, oral and written communication skills.

- Strong analytical and negotiating skills.
- Strong interpersonal and influencing skills.
- Strong leadership and team-building skills.
- Strong customer relations skills.
- Strong planning and organizing skills.
- Problem-solving skills.
- Ability to deal tactfully and diplomatically with private and public sector personnel.
- Sound understanding of the decision-making process.
- Good team skills.
- Excellent knowledge of Government Accounting and Financial Procedures, FAA Act and Regulations.
- Excellent knowledge of the organization's policies and procedures.
- Excellent knowledge of Procurement Procedures and Policy.
- Proficiency in the use of spreadsheets and computerized accounting systems.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine (9) to ten (10) years relevant experience; **OR**
- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least seven (7) years post-qualification experience; **OR**
- Master's Degree in Accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least seven (7) years post-qualification experience.

Applications cover letter accompanied by a resume should be submitted **no later than Sunday, September 3, 2023 to:**

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10
Website: www.jipo.gov.jm
Email: hrma@jipo.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.