



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

## **CAREER OPPORTUNITY**

### **MANAGER, FINANCE & ACCOUNTS (LEVEL 8) (VACANT POSITION)**

**BASIC SALARY: \$2,788,986 to \$3,486,231 per annum**

**TRAVELLING/UPKEEP ALLOWANCE: \$894,924 per annum**

**BENEFITS:** Pension, Health Insurance and Group Life Insurance

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#### **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.

Also, Responsible for the management of JIPO's financial resources, including the determination of priorities and allocations of resources, utilization of revenue generated and ensuring that the budgeting system instituted is timeframe sensitive. Providing Financial advice to the Executive Director and Senior Management Team on matters including budget reviews, priorities and targets.

#### **Key Outputs**

- Successfully developed income generating and revenue earning activities.
- Effective and efficient financial, accounting and 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 expenditure 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.

### **Key Responsibility Areas**

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

- Exercises responsibility for the day to day financial and accounting operations of JIPO.
- Contributes to the general management and strategic direction of the JIPO and to the development and implementation of financial management and operational policies.
- Participates in the quarterly evaluation of the performance of programme managers in achieving the objectives and strategies in the Corporate Plan.
- Provides authoritative and accurate advice and specialist assistance to the Executive Director, senior management and staff members.
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

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

- Plans, organizes and coordinates the financial and accounting operations of the JIPO.
- Exercises responsibility for the financial assets of the JIPO.
- Ensures the effective efficient and economical use of JIPO's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the budget ensuring a high standard of probity, propriety, transparency, accountability and value for money.
- Develops a timeframe sensitive budget system and guides and provides expert advice to the Executive Director, the Finance Committee of the Board, the senior management team, as required.
- Examines budgets for consistency with targets and priorities and prepares timely financial statements, analyses and reports for management, Advisory Board members, Ministry of Finance and the Public Service as required.
- Analyses financial statements and provides reports on adherence to standards and regulations and makes recommendations for corrective action.
- Advises the Executive Director on the use and application of revenue earned and on general financial issues such as major revenue and expense issues and assets acquisition.
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the financial and accounting resources of JIPO.
- Monitors and controls cash flows including periodic reviews of rates, fees, contributions and charges for services and ensures that mechanisms for controlling expenditures are strengthened.
- Ensures proper budgeting and accounting for externally funded projects.
- Ensures effective functioning of a system of Internal Audit.
- Implements and maintains effective systems and procedures for managing JIPO's funds.
- Manages the procurement systems for the proper acquisition and utilization of resources in accordance with government policies, procedures and the FAA ACT.
- Develops systems to evaluate and determine the feasibility of income generating projects and activities that can enhance the resource earning capabilities of JIPO.
- Maintains effective working relationships with external and internal stakeholders and clients ensuring that the Accounting and Financial personnel provide a consistently high level of service.

### **Human Resource Responsibilities**

- Provides leadership and guidance to officers supervised through mentorship, coaching, training, communication and setting of objectives and priorities.
- Develops a culture of efficiency, teamwork empowerment and commitment to projected goals.
- Participates in the recruitment of staff and development and implementation of a Succession Planning Programme.
- Manages the Performance Appraisal Reports for the officers supervised and makes recommendations for training, promotion leave and other personnel action.

### **Other Responsibilities**

- Performs other responsibilities as assigned from time to time.

### **Required Knowledge, Skills and Abilities**

- Strong presentation, oral and written communication skills.
- Strong analytical and negotiating skills.
- Strong interpersonal and influencing skills.
- Strong leadership and teambuilding 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 GOJ Procurement Procedures and Policy.
- Proficiency in the use of spreadsheets and computerized accounting systems.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- 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; **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**
- Bachelor's degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine (9) to ten (10) years relevant experience.

Applications accompanied by resume should be submitted **no later than SUNDAY, JUNE 26, 2022** to:

**Director,  
Human Resource Management and Administration  
Jamaica Intellectual Property Office  
18 Trafalgar Road  
Kingston 10  
Website: [www.jipo.gov.jm](http://www.jipo.gov.jm)  
Email: [hrma@jipo.gov.jm](mailto:hrma@jipo.gov.jm)**

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