



The Private Security Regulation Authority

CAREER OPPORTUNITIES

The Private Security Regulation Authority, a statutory authority of the Ministry of National Security, invite application from suitably qualified persons to fill the following position:

Finance and Accounts Manager – (Level 10)

Job Purpose:

Reporting to Executive Director, the **Finance and Accounts Manager** has responsibility for the following:

- Plan, organize and direct the operations of the Finance and Accounts Department.
- To direct the financial management and accounts functions of the Authority.
- Direct the preparation and presentation of the Budget, Supplementary Estimates, Cash Flows and Costing of the Operational Plan.
- Monitors and controls procedures to safeguard the Authority's financial assets and facilitate proper reporting and recording.
- Ensure required reconciliations are performed timely and necessary correcting entries are made.
- Facilitate efficient performance of year-end audit process by ensuring timely preparations of Audit Schedules.
- Conduct performance appraisals and develop plans for ACCOUNTING staff to identify areas of strength and areas of development
- Keep up to date with knowledge of Accounting Standards in relevant legislations and regulations.

Key Competencies:

- Excellent knowledge of financial and accounting principles and practices
- Excellent knowledge of Government of Jamaica (GOJ) Procurement Procedures.
- Process Management/Project Management Training
- Expert in the use of MS Excel, MS Word and MS Power Point
- Excellent time management skills
- Excellent communication skills (oral and written)
- Excellent analytical and problem-solving skills
- Ability to work under pressure.

Minimum Required Qualification and Experience:

- Bachelor's Degree in Accounting/Economics or any equivalent Business qualification from a recognized University.
- ACCA Level III/CPA
- Knowledge of Procurement Guidelines
- Expert knowledge of Government Accounting
- Must be able to pass a FAA Board interview.

All applicants must be prepared to undergo a full security screening. Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN 4:00pm on Friday, SEPTEMBER 08 2017 to:

The Human Resource and Industrial Relations Manager

**Private Security Regulation Authority
6th Floor, Office Centre Building
12 Ocean Boulevard
Kingston
Email: info@psra.gov.jm**

Please note that only shortlisted candidates will be contacted.