



## **CAREER OPPORTUNITY**

The Jamaica Cultural Development Commission (JCDC) a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport with a mission to influence national development positively, by creating opportunities that unearth, develop, preserve and promote the creative talents and cultural expressions of the Jamaican people, through a professional and dynamic team; hereby invites applications from suitably qualified persons to fill the position of:

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### **Director, Finance & Accounts (Level 5)**

Under the general direction of the Executive Director, the Director Finance and Accounts manages the financial affairs of all departments divisions and agencies falling under the portfolio of the JCDC; provides financial advice for the Executive Director, Board of Directors and Executive Management team; develops and maintains relevant financial systems to manage the Commission's programmes, projects, services and Human Resource activities.

#### **Core Functions**

- Supervises the overall operations of the Finance and Accounts Division
- Provides financial information for and allocates financial resources to the divisions/units departments within the JCDC.
- Collaborates with the Planning Division in the development of the Commission's corporate and operational plans.
- Supervises the preparation of the JCDC budget for all capital and recurrent expenditure in accordance with the operational goals and objectives and the Ministry of Finance's guidelines.
- Prepares the operational plan, budget and work programmes for the Finance and Accounts Division.
- Prepares and monitors estimates of revenue, expenditure and cash flow for the Commission.
- Develops and maintains a Budgetary System in accordance with the Government's policies and procedures for effective financial planning.
- Oversees and ensures that all contracts, financial transactions and monetary arrangements conducted on behalf of the organization adhere to government policies, are checked, verified, certified and authorized appropriately.

#### **Qualifications & Experience**

- A Bachelor of Science Degree in Accounts/Management Studies or similar discipline in Social Sciences /ACCA Level 2
- Five years experience in accounting or financial management at a senior management level
- Training in ACCPAC/Sage 300 ERP would be an asset

## **Compensation Package**

- Salary: \$2,367,352.00 0 \$2,814,038.00 per annum
  - Full Upkeep : \$707,448.00 per annum (Tax free allowance)
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Suitable applicants should submit an application letter with detailed resume no later than  
**Friday, February 16, 2018**

**To:**

**The Director of HRMD&A**

**Email: [jcdccaropps@gmail.com](mailto:jcdccaropps@gmail.com)**

**Subject: Director, Finance & Accounts**

*Thank you for your interest in this position, however, only shortlisted candidates will be contacted.*