

JAMAICA SOCIAL INVESTMENT FUND

ISO 14001:2015 Certified

EMPLOYMENT OPPORTUNITY



The Jamaica Social Investment Fund seeks to hire a suitably qualified person for the post of:

SENIOR FINANCIAL ANALYST/BUDGET OFFICER

Reporting to the Senior Manager Finance the incumbent has responsibility for the coordination and preparation of corporate budgets and cash flow forecasts, the overall financial management of project funds and the coordination and preparation of various financial reports and funding applications in accordance with funding agency requirements, statutory regulations, and company policies.

Key Responsibilities

- Coordinate and compile annual corporate budget including project and administrative expense components, finalize budget in collaboration with the Ministry of Finance, and monitor and report on actual results on an ongoing basis.
- Prepare annual consolidated cash flow forecasts covering all bank accounts including local and foreign currency accounts, and update forecasts on monthly or quarterly basis, or as required.
- Review funding agreements and ensure compliance with all conditions.
- Coordinate the preparation and submission of expenditure reports and funding applications to funding agencies.
- Formulate and monitor allocation of overhead expenses across funding agencies and provide information as required to project and executive management.
- Ensure external inquiries regarding project funding or expenditure from all stakeholders are resolved.
- Review system of internal controls to ensure that proper controls are maintained and make recommendations to the Senior Manager, Finance regarding improvements to practices and procedures in use.

Requirements:

- ACCA, CPA or other equivalent
- At least 5 years of related experience in management accounting, financial reporting and control, and budget preparation
- A minimum of 3 years' experience at the supervisory level
- Knowledge and application of generally accepted accounting principles and international financial reporting standards (IFRS)
- Treasury management experience, including familiarity with electronic payment mechanisms and control features would be a distinct advantage.
- Knowledge of Government of Jamaica accounting policies, procedures and practices and requirements of the Financial Administration and Audit Act
- Experience with accounting systems software - knowledge of ACCPAC would be a distinct advantage
- Proficiency in Microsoft Office suite, particularly Excel and Word
- Advanced analytical and problem-solving skills
- Excellent interpersonal, written, and oral communication skills
- Ability to work on own initiative

- Result oriented - ability to work under pressure and meet stringent deadlines
- Ability to work independently, in teams or lead a team, both cohesively and efficiently.

If you meet the requirements, please submit your application by close of business on **August 20, 2020** to:

**General Manager Corporate Services
Jamaica Social Investment Fund
11 Oxford Road (Entrance on Norwood Avenue)
Kingston 5**

Or Email: jobs@jsif.org

We thank all interested applicants however only persons short-listed for interviews will be contacted