

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the post of **Director Finance & Administration (GMG/SEG 3)** at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica.

Job Summary

To ensure the operational efficiency of the National Gallery of Jamaica through the establishment/maintenance of appropriate operating systems/procedures, and the effective financial management of the Gallery's financial and administrative affairs through designing/implementing relevant policies/procedures, consistent with existing Government regulations

Key Responsibilities

- Facilitates and participates in strategic planning activities and plays a major role in the implementation of the Corporate, Operational and Unit Plans
- Co-ordinates and prepares the bi-monthly, quarterly status and annual reports
- Prepares the terms of reference for various committees of the Board and for any other adhoc committee
- Co-ordinates and facilitates the implementation of Board policies and decisions
- Advises the Senior Director on and responding to all queries, observations etc. of a financial and administrative nature
- Ensures that all work requiring contract procedures are properly contracted and satisfactorily completed before final payment is approved
- Represents the National Gallery at meetings, conferences as required
- Directs and co-ordinates business and development activities
- Directs and coordinates the activities of non-curatorial staff to ensure the proper functioning of the Gallery
- Updates and manages the Financial policy
- Supervises, directs and coordinates the preparation of budgets for the National Gallery
- Implements the recommendations of the Finance and Business Development committees
- Authorizes payment vouchers
- Provides oversight to the functions of the Accounts Department
- Oversees the NGJ's procurement processes, in keeping with GOJ procurement regulations
- Prepares other statutory and projects report, etc.

Minimum Qualification/Experience/Competencies

- Master of Business Administration with formal training in project management applications and working experience in public sector procurement administration
- Experience in Public Sector would be desirable plus five (5) years' experience in financial and operations management, with demonstrated success in planning and implementing strategic plans
- Proficiency in the use of business computer applications inclusive of Microsoft projects and EXCEL
- Sound knowledge of payroll and accounting software such as Turbo-pay, ACCPAC and Peachtree
- The ability to multi-task and to operate in demanding, service-oriented work environment
- Ability to organize and plan work for maximum effectiveness
- Ability to meet and appreciate the importance of deadlines/timelines
- Highly developed project management skills
- Knowledge of the Government Staff Orders and Public Service Regulations
- Extensive knowledge of the Financial Administration and Audit (FAA) Act, and General Accepted Accounting Principles and applicable International Financial Reporting and International Accounting Standards (IFRS, IAS)
- Extensive and up-to-date knowledge of Government procurement and contract policies regulations and procedures

Applications should be submitted no later than **March 12, 2021** to:

Director Human Resource Development & Management
Institute of Jamaica
10-16 East Street, Kingston
Email: personnel@instituteofjamaica.org.jm