

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

Applications are invited to fill the following temporary position in the Institute of Jamaica:

Financial Controller
(FMG/PA 2)

Job Purpose

The incumbent is responsible for tracing all costs related to all goods or services provided to the Institute of Jamaica and to provide a verifiable means/basis for the cost method, such that fees to be charged for goods or service delivery will accurately reflect the cost of goods/services.

The incumbent is accountable for the ongoing analysis of projects, margin analysis, and tracing effective data accumulation systems needed to provide an appropriate level of costing information to management.

Key Responsibilities

- Develops tool and systems to provide critical cost financial and operational information to the management and make actionable recommendations on both strategy and operations.
- Assists with establishing yearly objectives
- Oversees long-term budgetary planning and costs management in alignment with the Agency's strategic plan
- Supervises the department in the absence of the Director Finance and Accounts
- Monitors IOJ's costs of operation and liaise with the senior management team in the development and execution of cost management strategies
- Prepares reports and other outputs to support profit performance policy
- Establishes formulas for allocating overheads and miscellaneous costs
- Assesses the profitability of the Agency services, departments and organization as a whole
- Advises on grant accounts and performance
- Implements cost accounting procedures and methods for projects and grants
- Conducts cost audits and prepares reports. This will include the examination of unusual cost records
- Provides management with reports specifying and comparing factors affecting prices and profitability of products or services
- Assesses organizational performance against both the annual budget and the long term strategy
- Engages management and the various cost and investment committees around issues, trends, and changes in the operating model(s) and operational delivery
- Provides timely and accurate cost data to facilitate the monthly calculations of revenue and cost of services for monthly fee billing

Minimum Required Education and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University; **or**
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND

Applications should be submitted no later than **Wednesday, October 13, 2021** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Fax: 922-1147
Email: personnel@instituteofjamaica.org.jm**