

## **POSITION DESCRIPTION**

<b>Job Title</b>	:	Finance Officer
<b>Unit</b>	:	Policy and Community Support Office (PACSO)
<b>Division</b>	:	General Administration
<b>Reporting to</b>	:	Director and Deputy Director
<b>Supervising</b>	:	Assistant Finance Officer
<b>Role</b>	:	The incumbent will be required to supervise a team responsible for all financial matters under the purview of the PACSO, including the preparation of Estimates of Expenditure; monitoring the releases and all other financial transactions, to ensure compliance with the Financial Regulations and the Audit and exchequer Ordinance Chap. 69:02.

### **Duties and Responsibilities :**

- Provides advice and guidance to the Director on financial policies and procedures related to budgeting, procurement and auditing.
- Monitors the financial processes and procedures in the Policy and Community Support Office and security agencies under the purview of the PACSO to ensure compliance with accepted standards.
- Conducts analytical reviews of specific financial transactions undertaken by the Policy and Community Support Office and security agencies under the purview of the PACSO.
- Recommends strategies and systems to facilitate the improvement of financial processes and procedures within the PACSO and security agencies under the purview of the PACSO.
- Prepares reports on the financial performance of the PACSO and stakeholder agencies under the purview of the PACSO.
- Responds to audit queries in relation to the activities and operations of the PACSO and the security agencies under its purview.

- Investigates the causes of deficiencies in the performance of specific programmes and projects in terms of established financial procedures and processes.
- Develops budgetary estimates for the funding of projects/programmes being facilitated by the PACSO.
- Maintains financial records relation to the programming and execution of projects and programmes coordinated by the PACSO.
- Assists in drafting policy matters and resolving difficult problems related to the application of financial controls and regulations.
- Ensures the financial documents are brought to the attention of personnel assigned to the Finance Section.
- Supervises the preparation of the Estimates of Expenditure for the Finance and Accounting Section of the Ministry of National Security.
- Reviews information from subordinates and prepares monthly reports on the operations of the Finance Section.
- Reviews the vote book, schedules and vouchers to ensure compliance with Financial Regulations and Instructions.
- Prepares monthly/quarterly financial statements for the PACSO for submission to the Finance and Accounting Section of the Ministry of National Security.
- Ensures that all expenditure is in accordance with pertinent existing laws, regulations and authority.
- Prepares the annual Appropriation Accounts, in accordance with Financial Regulations and Audit and Exchequer Ordinance.
- Monitors and evaluates the performance of staff in the Finance Section.
- Performs other related duties as required.

**Knowledge and Skills** :

- Extensive knowledge of the principles, methods and procedures of Government Financial Accounting and Budgeting systems.
- Extensive knowledge of the principles and practices of Public Administration and Management.
- Extensive knowledge of Exchequer and Audit Ordinance, Financial Regulations and Instructions.
- Knowledge of the system of procurement in the Public Service.
- Ability to analyze and evaluate data to determine compliance with prescribed financial operating standards and procedures.
- Proficiency in the use of Microsoft Office Suite.

- Ability to produce and present clear, concise and comprehensive reports, both orally and in writing.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to use e-Government technology platforms.
- Ability to use the Internet for research purposes.
- Skill in the use of personal computer.

**Experience  
and Training** :

- A minimum of five (5) years; experience, serving at a senior management level in a financial capacity in the Public Service.
- Qualification in Finance, Accounting or a related field.
- Extensive training in Government Accounting and Procedures or any other equivalent combination of training and experience.