



Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

STAFF VACANCY

Applications are invited for the following vacancy **Manager Finance and Accounts, Grade 8**

The incumbent will be responsible for ensuring that the Agency's financial management and accounting function responds judiciously to the expectations of all stakeholders to maintain a strong financial position and sustain credible and respected fiscal relationships, enabling MIND to fulfill from a finance perspective; its statutory, legal and other financial obligations through the making of sound financial and operational decisions.

The successful candidate should possess the following competencies:

- Excellent Knowledge of Accounting Principles and Practices
- Good Knowledge of Risk Management
- Excellent Knowledge of Financial Management
- Excellent Knowledge and Practice in Budgeting and Forecasting
- Good Knowledge of Financial Administration and Audit (FAA) Act
- Good Knowledge of Financial Instructions to Executive Agencies (FIEA)
- Excellent Working Knowledge of ACCPAC Software
- Excellent Leadership Skills
- Excellent Communication Skills
- Excellent Planning and Organizing Skills

Minimum Qualifications and Experience:

- Postgraduate Degree in Accounting or ACCA (Level III) or its equivalent
- Five (5) years' related working experience and two (2) years at the supervisory level
- Knowledge of, and experience with the public sector environment would be an asset

Qualified applicants are invited to address their applications and résumés to:

- Director Finance, HRM and Administration
- hr@mind.edu.jm

Application Deadline: Tuesday, April 16, 2024

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



marketing@mind.edu.jm



website:
www.mind.edu.jm

