

GOVERNMENT OF MONTSERRAT

VACANCY NOTICE

FINANCIAL SECRETARY

MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

The Government of Montserrat is inviting applications from suitably qualified persons for the post of Financial Secretary, Ministry of Finance and Economic Management.

JOB PURPOSE

To supervise and advise all institutions of Government including private corporations with significant public investment, to ensure prudent economic and financial management of Government of Montserrat resources and to support the Minister in performing his responsibilities under the Public Finance (Management & Accountability) Act.

RESPONSIBILITIES INCLUDE:

- Assisting the Minister in ensuring that systems are established throughout Government for planning, allocating and budgeting for the use of resources in order to improve the efficiency and effectiveness of Government;
- Considering and recommending to the Minister all requests for the issue of moneys from the Consolidated Fund for inclusion in the estimates of expenditure for approval by Legislative Assembly;
- Assisting the Minister in ensuring that transparent systems are in place to enhance the control of the Legislative Assembly over public funds;
- Assisting the Minister in providing a full account to the Legislative Assembly over the use of public resources and public monies;
- Ensuring the exercise of regularity and propriety in the handling and expenditure of resources and public moneys and, in particular, that goods or services are procured in a transparent, fair, equitable, competitive and cost-effective manner;
- Ensuring the efficient and cost effective cash management of the Consolidated Fund, and any other fund established under the Public Finance Act and other public monies;

- Ensuring the effective management of any statutory body to which the Minister is responsible and the effective financial and resource management of all other statutory and public institutions;
- Providing advice to Cabinet and Legislative Assembly on finance and economic policies and programmes;
- Ensuring the preparation and submission of an economic and fiscal management plan and annual budget to the Minister as required by law;
- Representing Government's financial interests in statutory organizations, Government Companies, or organisations in which Government of Montserrat has a financial interest, regional institutions;
- Reviewing and advising on all reports, papers and forecasts prepared for consideration by the Government of Montserrat;
- Conducting negotiations on behalf of the Government of Montserrat within the guidelines and ambits established by Cabinet;
- Representing the Government of Montserrat at technical meetings held locally, regionally and internationally including ECCB, Caribbean Development Bank, CARTAC, DFID, UK Treasury, UK FCO, Organisation for Economic Co-operation and Development, International Monetary Fund, World Bank, European Union local financial institutions.
- Advising on the regulation of the financial services sector (in coordination with the Financial Services Commission) and supervise the regulation of the local insurance industry;
- Supervising the Internal Audit Unit within the Government of Montserrat to enhance internal control mechanisms and early detection of systemic weaknesses;
- Appointing, with the approval of the Minister, all Accounting Officers within the Government of Montserrat;
- Establishing Boards of Inquiry as deemed necessary to ensure fraud and corrupt practices are properly investigated and submitted as provided in the relevant regulations;
- Ensuring that the financial management systems are operated in a responsive, courteous and professional manner.

QUALIFICATIONS AND EXPERIENCE' PROFILE

The applicants should meet the following specifications:

Either:

A Master's Degree in Business Administration with specialization in Economics, Finance and/or, Accounting or related field;

Or:

A professional accounting qualification e.g. Chartered Institute of Public Finance and Accountancy - CIPFA, Association of Chartered Certified Accountants - ACCA, Chartered Institute of Management Accountants - CIMA, American Institute of Chartered Public Accountants - AICPA or equivalent;

- Applicants should have 10 years experience in economic and financial management, including 3 years in a top level leadership and managerial position;
- Ability to lead policy development and implementation of major change programmes and strategic initiatives;
- Skills in negotiating with elected officials, senior managers, strategic partners and external stakeholders;
- The capacity to think strategically, with strong analytical and problem-solving skills;
- Excellent communication (oral and written) and presentation skills;
- Excellent interpersonal and team building skills, together with professionalism and understanding, in dealing with all level of staff.

TERMS AND CONDITIONS OF ENGAGEMENT

Appointment will be made on a permanent or contractual basis.

REMUNERATION PACKAGE

The total annual remuneration package for the post of Financial Secretary is EC\$189,720.00, broken down as follows: -

- Basic Salary at R01, EC\$93,120.00 per annum (Taxable)

Allowances

- Professional - EC\$36,000.00 (taxable)
- Duty - EC\$42,000.00 (taxable)
- Telephone - EC\$1,800.00 (taxable)
- Entertainment – EC\$7,200.00
- Travel - EC\$9,600.00

Note: US\$1= EC\$2.67

HOW TO APPLY

Application forms can be obtained from our website at www.gov.ms or by contacting the Human Resource Management Unit, Office of the Deputy Governor, Brades, Montserrat by e-mail at hrmu@gov.ms, by telephone at (+664) 491 2365/2444 or by fax (+664) 491 6234.

To apply send your completed application form, supported by a Curriculum Vitae with a covering letter and the names of at least two referees to the Human Resource Management Unit at hrmu@gov.ms or to jobs.hrmu@gov.ms on or before by **Friday, December 12, 2014**.