



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

MANAGER, FINANCE & ACCOUNTS (LEVEL 9)

Salary Range: \$6,333,301 – \$8,517,586 per annum

JOB SUMMARY

Under the general direction of the Chief Executive Officer, the Manager, Finance & Accounts (Level 9), is responsible for managing the financial health of the National Compliance and Regulatory Authority (NCRA) through prudent financial practices, monitoring and enforcing compliance with finance-related laws, procedures and regulations.

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

- Monitors and reviews expenditure of the NCRA for compliance with budget limits
- Provides the CEO with budget variance reports on portfolio entities
- Ensures that NCRA is compliant with statutory requirements
- Reviews internal audit report to identify areas to be strengthened
- Provides assistance on technical accounting issues raised by the Board of Directors
- Ensures the timely submission of periodic reports and annual financial statements to portfolio ministry within the statutory deadline
- Ensures the accuracy and adequacy of the NCRA's monthly and annual financial statements based on cross checks, data manipulation and using all information and knowledge of the portfolio available.

- Analyses requests for operation of new bank accounts
- Analyses request for investments
- Analyses requests for impress or increase/decrease to impress levels.
- Analyses requests for use of credit cards or increase/decrease to credit ceiling
- Reports to the CEO issues of concern in cash management
- Monitors actual revenue collected against budgeted revenue, ascertaining reasons for significant variances, and agreeing ways to achieve increased revenue in the future.
- Undertakes financial analysis to allow the CEO to provide advice and comments on Cabinet submissions, draft bills, performance reports or proposals
- Prepares periodic account reconciliations and reports on status
- Prepares for the annual external audit to facilitate completion before deadline
- Staff needs are clearly identified and addressed in a timely manner
- Performance meets or exceeds set targets

Technical and Professional Responsibilities

- Liaises with the Board of Directors, CEO, management team and team members to analyse technical matters and provide feedback to the findings observed in the monthly returns, accounting and financial matters
- Presents the financial analysis of all ongoing operations during monthly team meetings with the management team, Board of Directors and team members to facilitate common understanding of the financial situation of the operations and any relevant issues, risks, opportunities, pending tasks, donor reports and key performance indicators of projects
- Prepares ad-hoc financial analyses when required by the management team
- Interprets financial indicators for the management team and provide quality advice to increase the performance or minimize or mitigate risks
- Monitors Key Performance Financial Indicators to ensure that there is an adequate financial management of the operations and projects of the NCRA
- Ensures all accounting transactions are properly authorized and supported by original and valid supporting documentation

Human Resource Responsibilities

- Monitors and evaluates the financial performance of the various inspectorates and recommend and or initiates corrective action where necessary to improve performance and or attaining established organizational goals
- Provides guidance to management team through effective planning, communication, training, and coaching on accounting and financial matters
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals.
- Make recommendation of structural changes to the organization where identified

OTHER RESPONSIBILITIES

- Performs any other related duties, which may be assigned

REQUIRED COMPETENCIES

Core Competencies

- Excellent oral and written communication skills
- Excellent report writing and presentation skills
- Planning and organizing skills
- Excellent interpersonal, negotiation and influencing skills
- Ability to work in teams
- Excellent time management skills
- Ability to work well under stressful situations
- Strong analytical and financial monitoring skills
- Strong customer and quality focus skills
- Analytical and financial monitoring skills

Functional and Technical Competencies

- Knowledge of the Ministry's policies, practices and procedures
- Knowledge of the FAA and PBMA Act
- Expertise in accruals accounting
- Sound knowledge of the GOJ Procurement Policy
- Proficiency in the use of spreadsheets and other computerized systems

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in accounting or management studies with accounting and at least five (5) years' relevant experience OR
- ACCA Level 3 with at least five (5) years' relevant experience
- MSc Finance or MBA would be an asset
- Experience in government or regulatory environment an asset
- Conversant with IFRS
- Practical knowledge of accounting software and systems (Excel, Pear Tree, ACCPAC)

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment; no adverse work conditions
- Occasional extended work hours

Applications must be submitted no later than **August 21, 2026**, by **email only** to:

The Manager, Human Resources

National Compliance and Regulatory Authority (NCRA)

19 Hope Road

Kingston 10

Email: humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.