



CIRCULAR MEMORANDUM NO. 17 OF 2023

MY REF: GEN/14/01/23 (22) Vol. XXXI

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – FINANCE OFFICER III

DATE: 14th March, 2023

Applications are invited from suitably qualified applicants to fill four (4) posts of Finance Officer III across the Belize Public Service.

I. BASIC PURPOSE OF POSITION:

To coordinate all financial matters for the Ministry/Department throughout the public service.

II. ANALYSIS OF POSITION:

A. Essential Duties and Responsibilities

- i.** Assist in development of policies to safeguard against waste and loss
- ii.** Assist in analysing financial matters of the Ministry
- iii.** Assist in the management and supervision of the Accounts Section of the Ministry
- iv.** Approval purchase orders and payment of invoices, In a timely manner
- v.** Ensure that all financial regulations, policies and procedures are adhered to
- vi.** Assist in monitoring Internal Controls, to safeguard against irregularities
- vii.** Report irregularities and take necessary action in accordance with the administrative and financial regulations and policies
- viii.** Ensure submission of returns in a timely manner
- ix.** Assist in the Reconciliation of Accounts
- x.** Assist in the preparation of response to Audit Queries
- xi.** Assist in compiling and maintenance of accounts records
- xii.** Supervise Revenue Collection and Pay-in where applicable
- xiii.** Ensure that Income Tax payments are reconciled and TD 4 prepared in a timely manner

- xiv. Ensure proper maintenance of vehicles, monitor use of vehicle and submit fuel returns in a timely manner
- xv. Ensure that inventories are kept updated
- xvi. Ensure proper accounting and documentation of stores
- xvii. Process losses and accidents report
- xviii. Assist in preparing request for allocation and de-reservation of funds
- xix. Assist in the development of budget
- xx. Any other duties assigned from time to time

III. **REQUIREMENTS:**

A. **QUALIFICATION**

Be in possession of a recognized Bachelor's degree in Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy

B. **EXPERIENCE**

A public officer who:

- i. Is currently serving in the capacity of an Administrative Assistant I or Senior Secretary, First Class Clerk or Clerk I in the Technical Grade who has served at least *three (3)* years in his/her post and can show evidence of some accounts experience; **and**
- ii. Is rated above average in his/her performance.

C. **KNOWLEDGE AND COMPETENCIES**

- i. Knowledge of Acts, Regulations, Policies and Best Practices related to Human Resource planning, staffing, classification, performance management, compensation and labour management relations.
- ii. Ability to use office technology
- iii. Planning and organizing skill
- iv. Written communications
- v. Consulting skills
- vi. Counseling skills
- vii. Analytical thinking
- viii. Relationship/network building
- ix. Effective interpersonal communications
- x. Client service orientation
- xi. Effective teamwork and collaboration
- xii. Initiative

D. **MULTI-STAGE EVALUATION**

In addition to the above requirements, the successful candidate must pass the following evaluations:

- Strong employment history (Resume')
- Proven record of performance
- Practical/written competency test as part of the selection process
- Oral interview

IV. REPORTING RESPONSIBILITY:

The Finance Officer III will report to the Head of Department/Chief Executive Officer of the Ministry.

V. SALARY:

Payscale 16 of \$30,171 x 1,310 - \$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least **two references** for performance; one from the *first reporting* and one from the *second reporting officers* submitted through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **28th March, 2023.**



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Chief Information Officer, CITO
President, PSU
GEN/4/01/01*