



# CIRCULAR MEMORANDUM

## NO. 51 OF 2025

**MY REF:** GEN/14/01/25 (88) Vol. XXXVIII

**FROM:** Chief Executive Officer, Ministry of the Public Service, Governance and Disaster Risk Management

**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:** 7<sup>th</sup> August 2025

Applications are invited from suitably qualified applicants to fill one (1) post 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 HOD/CEO 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 **8<sup>th</sup> September, 2025**.



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

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