



Making Barbados Work Better

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## C I R C U L A R

**FROM:** CHIEF PERSONNEL OFFICER  
**TO:** Permanent Secretaries  
Head of Departments  
**DATE:** 2017-08-02

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### **Details Regarding the Post of Deputy Accountant General, Treasury Department, Ministry of Finance and Economic Affairs**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the above mentioned post.

#### **QUALIFICATIONS:**

*A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than seven years' relevant experience.*

#### **SALARY SCALE:**

S4: \$109,114.08 per annum (fixed)

#### **DUTIES AND RESPONSIBILITIES:**

- Assists the Accountant General with the management of the Treasury Department;
- Prepares monthly, quarterly and annual financial statements in accordance with the Financial Management and Audit Act, Subsidiary legislation, Treasury Instructions and International Public Sector Accounting Standards (IPSAS);

- Ensures that good accounting, reporting and internal control systems are in place to efficiently manage and report on all activities within the Public Sector;
- Provides sound financial advice and accurate information to the Ministry of Finance on financial matters;
- Manages the Treasury's cash flow and analyses cash flow statements submitted by ministries and departments;
- Approves pension computations for submission to the Accountant General, for certification in accordance with the pension legislation;
- Manages the treasury bills process;
- Assists with the in-service training for staff;
- Assists in the performance appraisal of staff;
- Demonstrates a willingness to encourage and support organisational initiatives;
- Demonstrates a willingness to share information, knowledge and resources with others;
- Maintains high moral and ethical standards; and
- Any other related duties.

**KNOWLEDGE OF:**

- Government's accounting operations, Financial Management and Audit Act, Subsidiary Legislation, Treasury Instructions and Circulars;
- Pensions Legislation and legal opinions affecting the computation of retiring benefits;
- Government's computerised financial management system (SmartStream); and
- Relevant knowledge of the Public Service Act, Cap. 29, and the General Orders;

**SKILLS AND ABILITIES:**

- Good written and oral communication skills;

- Good time management skills,
- Good interpersonal skills;
- Good computer literacy skills;
- Ability to work as part of a team;
- Ability to perform under pressure;
- Must keep up-to-date on policy, rules, and legislation that affect the organisation.

#### **APPOINTMENT:**

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment is subject to termination by one (1) month's notice on either side.

#### **LEAVE:**

Leave is granted as follows:-

Forty-two (42) days' vacation leave per year, fourteen (14) of which must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. Maximum accumulation of leave is one hundred and twenty-six (126) days.

Twenty-one (21) days sick leave per year for permanently appointed officers. Fourteen (14) days sick leave per year for temporarily appointed officers.

#### **METHOD OF SELECTION:**

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Public Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List, arising out of the selection process and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

**ASSESSMENT:**

Officers will be assessed on the following:

- Relevant qualifications and professional training;
- Experience;
- Assessment method approved by the Public Service Commission;
- Special Reports or Performance Review and Development Systems (PRDS) appraisals;
- General Suitability.

It should be noted that the Performance Review and Development System (PRDS) appraisals will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

Applications on appropriate forms **(SC 35)** to be used by officers permanently employed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted through the Permanent Secretary or Head of Department, to reach the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-15**.

**Only applicants who fully meet the eligibility criteria at 2017-09-15 will be acknowledged.**

I shall be grateful if you will bring this Circular to the attention of all staff in your Ministry/Department.

**D. LOWE (Miss)**  
for Chief Personnel Officer

DL/db