



NORTH-EAST REGIONAL HEALTH AUTHORITY BUDGET OFFICER (FMG/AT 3)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Regional Office**:

Budget Officer (FMG/AT 3 – Band 5) - VACANT
(Salary range \$2,190,302 – 2,945,712 per annum)

Summary

Reporting to the Management Accountant, the Budget Officer is responsible for providing support in the preparation and collation of the Authority's Budget. Ensure the budget complies with the approved Strategic Plan and the guidelines prescribed by the Regional Director. Investigating negative budget variances of all facilities and prepare and submit required budget related reports.

Minimum Required Qualification and Experience:

- AAT Level 3; or
- ACCA-CAT Level C/Level 3; or
- ACCA Level 1; or
- NVQJ Level 3, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; or
- A.Sc Degree in Accounting, MIND; or
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; or
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University
- At least three (3) years working experience in general accounting

Specific Knowledge, Skills & Abilities:

- Ability to analyze and interpret Financial Statements and reports
- Ability to use various financial analysis methods and techniques including computer applications
- Knowledge of the laws, regulations, principles and practices relating to Public Sector budget preparation and administration
- Knowledge of F.A.A. Act and other related GOJ regulations and procedures
- Knowledge of GOJ Procurement Act and procedures
- Knowledge of accounting principles, practices and control systems (budgeting and forecasting techniques)

Key responsibilities will include but not limited:

- Prepare monthly cash expenditure report and submit to MOHW
- Provide explanation for negative variance of the MOHW monthly cash expenditure report
- Assist with the compilation of the Region's annual budget
- Provide guidance to facilities in the preparation of their annual budget.
- Submit monthly Cash Flow request to Ministry of Health & Wellness to ensure adequate funds are available to meet the requests as per the Region Operational Plan
- Assist with monthly negative variance analysis of expenditure against budget
- Populate and upload Great Plains annual excel budget
- Monitor payments against contracts sponsored by external stakeholders and assist with required documentation for further payments or as required.
- Assist with NERHA Project Account Income & Expenditure Schedule

Specific Conditions Associated with the Job:

- Ability to work beyond normal working hours, as necessary to meet departmental deadlines

Applications accompanied by resume should be submitted no later than **Friday, 2026 June 05** to:

**Director, Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm**

**PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH
YOU ARE APPLYING**

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED