



NORTH-EAST REGIONAL HEALTH AUTHORITY MANAGEMENT ACCOUNTANT (FMG/PA 2)

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**:

Management Accountant (FMG/PA 2 – Band 8) - VACANT (Salary range \$4,266,270 – 5,737,658 per annum)

Summary

Reporting to the Director, Finance & Accounts, the incumbent is responsible for the preparation and collation of the Authority's Budget in accordance with the approved Strategic Plan, the priorities, policies and the guidelines prescribed by the Regional Director. The Management Accountant is also responsible for implementation, monitoring / coordinating of the Authority's Budget investigating negative budget variances and preparing all budget related reports, also maintaining the income and expenditure of the project account.

Minimum Required Qualification and Experience:

- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University
- ACCA Level 2; or
- NVQJ Level 5, Accounting; or
- A.Sc Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND
- At least three (3) years' working experience in Accounting at a supervisory level

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:

- Prepares draft Budgets for NERHA through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with the Authority's Strategic Plan and the ceiling and guidelines outlined
- Analyzes Budget Requests in respect of programmes to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the implementation plan, where applicable;
- Provides guidance where necessary to facilities in the preparation of their budget and proper usage of the Budget Template;
- Submits the consolidated draft Budget estimates to the Director, Finance & Accounts ensuring that it is in conformity with the prescribed guidelines two weeks before the due date, so it can be reviewed and approved by the Regional Director and submitted to the Ministry of Health & Wellness within the deadline stipulated;
- Undertakes monthly variance analysis of expenditure against budget and against prior year, analyzing causes for variances and advise Director, Finance & Accounts

- Review the allocation advice received on a monthly basis to ensure the Region is receiving funds as per approved Budget for the fiscal year.
- In consultation with Regional Director and Director, Finance & Account, breakout by facility and expenses, the new budget for each fiscal year and submit to facility manager for their review within three (3) weeks of receipt.
- Maintain Project Account Income & Expenditure Schedule and ensure balance agrees with bank account
- Ensure the upload of the annual budget to Great Plains is completed with-in five (5) weeks after receipt.
- Attends relevant meetings to provide information as may be required / requested re budgeted expenditure status

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