



The Cannabis Licensing Authority (CLA), an agency of the Ministry of Industry, Investment and Commerce, was established in 2015, under the Dangerous Drug Amendment Act, (DDA) with a specific role to establish and regulate Jamaica's legal ganja and hemp industry invites applications for the position of:

**Contract – Director, Finance & Accounting (FMG/PA 3) (Band 9)
(Not vacant 6-month contract)**

JOB PURPOSE:

Under the direct supervision of the Chief Executive Officer, the Director, Finance and Accounting is required to plan, organize and direct the operations of the Finance and Accounting Unit and manage the preparation and presentation of the CLA's budget, supplementary estimates, cash flows, costing and operational plan to ensure the optimum utilization of the Authority's financials.

KEY OUTPUT:

- Develop policies and procedure including Risk Management
- Production and dissemination of financial reports including cash flow statements and variance analysis monthly
- Implementation and monitoring of a fixed asset register and inventory control measures
- Cost containment and revenue generation
- Strategic/operational and corporate plans and budgets
- Expenditure, budgeting, accounting and reporting functions maintained
- Finance policies and procedures documented accurately
- Acceptable lease arrangements, including insurance and security in place
- Budget and supplementary estimates prepared
- and Corporation's annual budget developed
- Collaborate setting up Banking Platforms for clients
- Efficient operation of facilities
- Performance Evaluation of direct reports
- Annual audit co-coordinated

RESPONSIBILITIES:

Finance and Accounting

Technical

- Receive budget forecasts from senior managers and CEO
- Control expenditure within approved estimates of expenditure
- Use best practices in costing techniques in the preparation of the budget and pricing of goods and services
- Assess and recommend additional revenue generation strategies for the Authority
- Review audit queries and reports, which infringe on operation systems and devise measures to minimize or eliminate them
- Negotiate with approved investment houses for competitive rates on investments
- Monitor bank balances and check that cash flows of the Authority are in line with regulations and the CLA is not exposed to any undue risk
- Provide guidance on budget related expenditures to the directors and CEO in with a view of meeting targets

- Implement and monitor measures geared to increase income and control expenditure
- Contribute to the development of the corporate plan
- Develop finance and administration-related policies and procedures for staff
- Monitor and ensure the adherence of staff to policies and procedures
- Request information from banks and information expenditure reports from departments at the CLA
- Negotiate maintenance supplies and services contracts and make recommendations to the CEO
- Liaise with lessors and negotiate acceptable terms in line with Government policies on expiration of contracts
- Properly manage accounting assets (e.g. vehicles, equipment, buildings)
- Perform other related functions as assigned by the CEO

Work with Back-Office Support to:

- Monitor and report the performance of the organisation by analysing monthly, quarterly and annual financial reports
- Review payroll for accuracy
- Arrange payment for temporary and contracted staff
- Develop the Authority's annual budget in keeping with required templates
- Ensure payments for all suppliers in keeping with the terms
- Ensure the efficient management of the Authority's financial resources and in the allocation of beneficiary funds
- Authorise the payment of suppliers

Procurement Services responsibilities:

- Authorize the procurement of goods, services and assets for the Authority and also direct property management functions
- Responsible for the management of maintenance and service contracts involving the assets of the Authority
- Comply with public sector procurement tender processes and with the FAA Act
- Monitor request for proposals and ensure that guidelines are followed

PERFORMANCE CRITERIA

- Compliance with stated accounting procedures and practices obtained
- GOJ and internal Procurement guidelines adhered to
- Requirements for accurate payment to creditors are met
- Facilities effective operation and income generation targets realized
- Back-office support contract and lease contracts managed
- All payments of the authority made in keeping with terms
- Minimal audit queries
- Performance targets and metrics met at agreed intervals
- Queries from various divisions and government agencies receive prompt response
- Reports and data produced are accurate and complete
- Standard and ad hoc reports submitted on time
- Financial and administrative performance targets are achieved
- Optimized, relevant departmental policies and procedures
- Yearly, quarterly and monthly deadlines are met
- Divisional plans and budgets created and submitted on time and in keeping with required quality
- Integrity exercised in the management of CLA's finances

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Serve as signatory on all corporate accounts with commercial banks and other financial institutions
- Custodian and manager of the Authority's credit card with responsibility for payments
- Recommend financial management policies systems and procedures
- Approves Purchase Orders and payments for bills
- Co-signing of Cheques and other Banks correspondents
- Liaise externally with financial institutions, suppliers, portfolio Ministry and the Ministry of Finance and the Public Service

KEY COMPETENCIES

- Comprehensive knowledge of financial accounting principles and practices
- Thorough awareness of procurement and security policies and practices
- Process Management/Project Management Training
- Expert use of MS Excel, Word & PowerPoint
- Ability to work in computerized accounting software
- Outstanding time management skills
- Superb oral and written communication skills
- Excellent analytical and problem solving skills
- Ability to work under pressure

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- ACCA Level 3, BSc in Accounting, Certified Public Accountant (CPA) Accreditation or MBA in Finance or equivalent
- 3-5 years' experience in middle management in the accounting field
- Expertise in the use of accounting packages and spreadsheets

Salary range \$5,198,035 to \$6,990,779 per annum.

Applications should be submitted no later than **Friday, April 24, 2025** to:

Please indicate the position being applied for in the Subject Line

**THE DIRECTOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT
CANNABIS LICENSING AUTHORITY
7 HAINING ROAD, KINGSTON 5
EMAIL: VACANCIES@CLA.GOV.JM**

Please note that only shortlisted applicants will be contacted.