



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Vice President Finance & Corporate Services

Job Scope

To direct the financial, administrative services, procurement and MIS functions of the agency and monitor controls and procedures to safeguard the Agency's financial assets to facilitate proper reporting and recording.

Key Responsibilities

The Vice President is expected to perform a range of duties to effectively lead the Finance & Corporate Services Division. These include but are not limited to the following:

- Ensure the maintenance of adequate accounts and records covering all aspects of the Agency's business transactions to enable timely and accurate financial reporting
- Review corporate and divisional budgets and monitor actual spend and variance
- Ensure financial statements and management reports are prepared in accordance with relevant Agency Standards and Guidelines
- Undertake financial control of funds for project disbursements, as applicable
- Coordinate and manage organizational treasury management, cash flow and forecasting functions
- Oversee the execution of all the accounting functions of the Corporation, including the proper supervision of the accounting staff
- Liaise with the Auditor General and other government agencies as appropriate
- Coordinate and lead the annual financial audit process; liaise with external auditors and the finance and audit sub-committee of the Board of Directors on the overall audit process
- Respond to internal auditor's report and implement recommendations
- Ensure that all financial matters are in accordance with legislation and statutory requirements and in compliance with standard ethical accounting practices
- Ensure that the procurement framework is vibrant and adequate, and that procurement processes are in accordance with the GOJ guidelines
- Develop and oversee programmes and projects to satisfy the Management Information Systems needs of staff and clients
- Contribute to the design and development of management information systems
- Oversee projects and programmes to satisfy the Administrative Services needs of staff and clients
- Oversee the operations of the Procurement Unit to ensure adherence to the Government Procurement procedures
- Ensure the development and updating of corporate policies relevant to the Division
- Develop programmes and initiatives to enhance the efficiency of the Division
- Undertake human resource management activities in relation to direct reports, including but not limited to interviewing and selection, performance management and evaluation, training, coaching, disciplining and approval of leave for in accordance with Agency policies and procedures
- Liaise with key staff to ensure internal controls and procedures are implemented and are adequate



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- Assist in the preparation of the Agency's corporate plan and budget
- Assist in the preparation of related Board reports and submissions
- Prepare monthly status report as required for submission to Board, President and other stakeholders
- Represent JAMPRO at national and international forums
- Perform other related functions as assigned by the President

Qualifications, Experience and Key Competencies

- Chartered Accountant or equivalent qualification
- Post-graduate degree/training in management or related area
- Experience in Government Procurement and Budgeting would be an asset
- Fifteen (15) years' experience with at least five (5) in a senior management position
- Excellent knowledge of financial and accounting principles and practices
- Excellent time management skills
- Excellent communication skills
- Excellent interpersonal skills
- Good analytical and problem-solving skills
- Working knowledge of Management Information Systems and tools
- Working Knowledge of the principles and practices of Human Resources
- Auditing and investigative skills
- Leadership and teambuilding skills

Qualified applicants are invited to submit letter and résumé by August 5, 2025 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@dobusinessjamaica.com