



**AUDITOR GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE: BUDGET & COMMITMENT CONTROL OFFICER

JOB GRADE: AUGD/AGS 5

POST NO: 79225

DEPARTMENT/UNIT: Finance & Accounts Unit

REPORT TO: Manager, Final Accounts & Reporting

MANAGES: N/A

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

Employee

Date

Head of Department/Division

Date

Received in Human Resource Division

Date Created/Revised: 2026 January

JOB SUMMARY

The Budget and Commitment Officer is directly responsible for maintaining an effective cash management system and controlling expenditure within the limits of the approved budget and warrant allocation for the Department's Recurrent and Capital Heads. The role supports the preparation, monitoring, and reporting of the Department's budget, manages commitments and obligations, ensures compliance with Government of Jamaica financial regulations, and provides timely financial analysis to support informed decision-making. By enforcing internal controls and accurate record-keeping, the Officer promotes accountability, transparency, and sound financial stewardship of public funds.

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council (Act), 1962	• The Financial Administration & Audit Act, 2011 • The Financial Administration & Audit (Amendment) Act, 2015	The Public Procurement Act, 2015
		Staff Orders for the Public Service, 2014

KEY OUTPUTS AND DELIVERABLES:

OUTPUTS	DELIVERABLES
Accounting Records prepared and/or updated	• Commitment Vouchers code correctly. • Commitments posted on GFMS
Funds Management	• Accurate tracking and reporting of funds under Departmental activities and projects. • Preparation of cash flow projections to ensure availability of funds for commitments. • Monthly reconciliation of budget versus actual expenditures for Recurrent and Capital Heads
Commitment Requisitions	• Review, approval, or rejection of commitment requisitions in line with budgetary limits. • Timely recording of approved commitments in the financial management system. • Monitoring of outstanding commitments to prevent over-expenditure.

OUTPUTS	DELIVERABLES
Accounting Records prepared and/or updated	• Commitment Vouchers code correctly. • Commitments posted on GFMS
Budget Monitoring & Control	• Periodic budget performance reports, including variance analysis and explanations. • Recommendations for budget reallocations or adjustments as required. • Support in preparation of revised estimates and supplementary budgets.
Expenditure Control	• Authorize payments within approved warrants; ensure compliance with financial policies; prevent overspending.
Financial Reporting	• Submit accurate reports on commitments, obligations, and expenditures for management and audit purposes.
Compliance & Internal Controls	• Maintain audit-ready records; ensure adherence to government financial regulations and internal procedures.
Advisory Services	• Provide guidance on budget limits, commitments, and expenditure procedures; support decision-making with financial analysis

KEY RESPONSIBILITY AREAS

A. Technical/Professional Responsibilities

- Prepares Commitment Vouchers for all payments.
- Budget preparation executed:
 - Annual Estimates posted on BPMS
 - Overseas travel budget prepared
- Assist in the commitment planning process, including the determination and classification of commitments under the following categories:
 - Inescapable
 - Priority
 - Other
- Support the Director, Finance and Accounts, and the Payroll & Payments Manager in planning and optimizing the use of available cash based on the level and category of outstanding commitments.
- Advise the Director, Finance and Accounts on slow-moving activities and projects from which funds may be reallocated to meet urgent financial needs of other activities or projects.

- Ensure expenditure is controlled within the limits of approved budget and warrant allocations.
 - Receive and review commitment requisitions submitted by Programme Managers.
 - Verify availability of funds and approve or block funds as appropriate for each commitment.
 - Inform Programme Managers of the status of their requisitions and available funds under their respective programs.
 - Ensure the accurate and timely maintenance of the Commitment Control Register for Recurrent and Capital Heads, including posting of warrant allocations and commitments.
 - Submit monthly reports to the Director, Finance and Accounts on the status of undischarged commitments.
 - Provide monthly expenditure and available balance reports to Programme Managers.
 - Perform any other related duties assigned from time to time. Assist in the preparation of quarterly and annual cash flow forecasts to ensure alignment with the Department's operational needs.
 - Collaborate with programme managers to review cost estimates before commitments are approved.
 - Provide input into financial risk assessments relating to budget allocations and unutilized funds.
- Maintain and update standard operating procedures (SOPs) for commitment management and expenditure control.
 - Support internal audits by providing system extracts, reconciliations, and explanations of commitment and expenditure transactions.

REQUIRED CORE COMPETENCIES

Oral and Written Communication	Interpersonal Skills	Accuracy
Use of Technology - GFMS & Microsoft Office Suite		Planning & organizing
Critical & Analytical Thinking		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelors in science in Accounting, Management or Business Administration degree from a recognized institution, plus at least one (1) year experience in Government Accounting.

OR

ACCA Level 1 or CAT or AAT Certification (Final) or any equivalent accounting/Management professional qualification plus at least one (1) year experience in Government Accounting.

OR

Associate degree in Accounting or Business Administration from a recognized institution plus at least two (2) years' experience in Government Accounting.

Experience in government accounting, budget and warrant system would be an asset.

SKILLS:

- **Government Accounting Software:** Proficient in use GFMS or other GoJ financial systems for budget, commitments, and reporting.
- **Microsoft 365:** Advanced Excel (formulas, pivot tables), proficient in Word, PowerPoint, Outlook, Teams.
- **Financial Data Management:** Accurate input, maintenance, and monitoring of commitments and expenditures.
- **Reporting & Analysis:** Ability to generate and interpret financial reports for management and audit purposes.
- **Compliance & Controls:** Ensure adherence to financial regulations and support audit requirements.
- **Collaboration & Communication/Stakeholder Engagement:** Effective coordination and reporting to managers and stakeholders.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment
- Occasional work with dusty records/files from storage