



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 330 **OSC Ref. C. 4860⁹**

29th September, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Financial Systems Manager (FMG/PA 2)** within the **Finance and Accounts Division of the Ministry of Labour and Social Security, 1F North Street, Kingston**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

1. To ensure the effective, efficient and economical use of all Computerised Financial Systems within the Finance and Accounts Division.
2. To conduct analysis of the Financial Accounts of the Ministry and to undertake special assignments with a view of establishing the financial status of the Ministry, the efficiency and effectiveness of its operations and compliance with established systems, procedures and guidelines.

Key Responsibilities

- Provides efficient and effective support services through the proper administration of all computerised financial systems in the Finance & Accounts Department, in order to ensure the efficiency and effectiveness of the Department and its staff.

Financial Management information System (FINMAN)

- Ensures the proper management and operation of the Financial Management Information System (FINMAN) to obtain optimum system performance and efficient computer utilisation through:
 - ✓ Setting up authorised users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures;
 - ✓ Maintaining the Chart of Accounts;
 - ✓ Providing manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
 - ✓ Executing the procedures for the opening and closing of a period;
 - ✓ Adaptation of the system to meet the needs of the Ministry/Department through customisation of events set up special procedures etc.;
 - ✓ Co-ordinating the process of repairing or replacing defective hardware
 - ✓ Checking and certifying invoices re payment for goods and services in relation to FINMAN hardware and software maintenance.
- Assisting in the upgrade and development of the system by:
 - ✓ Submitting request for enhancement, modification, the fixing of bugs etc. to the Ministry of Finance and Public Service;
 - ✓ Assisting in the testing of new or modified -programmes and functions.
 - ✓ Ensuring that the system is operating above the standard prescribed by the Ministry of Finance and Public Service and that there is compliance with all instructions and guidelines issued by MoF&P and FSL regarding the operation of the system.

Bank Reconciliation System (BRS)

- Ensures the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilisation through:
 - ✓ Setting up authorised users on the system to perform their assigned function;

- ✓ Providing training and technical assistance to users;
- ✓ Monitoring, controlling and administering the security and back up procedures;
- ✓ Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
- ✓ Co-ordinating the process of repairing or replacing defective hardware;
- ✓ Checking and certifying invoices re payment for goods and services in relation to BRS hardware and software maintenance;
- ✓ Assisting in the upgrade and development of the system by:
- ✓ Submitting request for enhancements, modifications, the fixing of bugs etc. to the Ministry of Finance & Planning;
- ✓ Assisting in the testing of new or modified programs and functions.

Payroll System – Biz Pay

- Ensures the proper management and operation of the Payroll System (Biz Pay) to obtain optimum system performance and efficient computer utilisation through:
 - ✓ Setting up authorised users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures;
 - ✓ Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
 - ✓ Checking and certifying invoices re payment for goods and services in relation to BRS hardware and software maintenance.

Electronic Employee Payroll Payment System (EEPPS).

- Ensure that the EEPPS is meeting its objective of payment of employees' salaries on a timely basis through:
 - ✓ Maintaining of proper links with the Bank;
 - ✓ Setting up authorised users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures
 - ✓ Providing manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
 - ✓ Checking and certifying invoices regarding payment for goods and services in relation to BRS hardware and software maintenance.
- Advises the Principal Finance Officer, Director Accounts Payable and Payroll on the Financial Performance and Status of the Ministry through in-depth analysis of the Ministry's Financial Statements for the purpose of assisting in the managerial decisions making process of the Ministry.
- Conducts analysis of the Ministry/Department's Monthly Financial Reports for the purposes of:
 - ✓ arriving at a position on the Ministry/Department's current financial position;
 - ✓ making projections on the Ministry/Department's performance over a defined period and
 - ✓ predicting the Ministry/Department's future financial performance.
- Provides the Principal Finance Officer with Monthly Reports on the Financial Status of the Ministry/Department.
- To undertake special assignments on behalf of the Principal Finance Officer to facilitate the proper financial operation, management and control of the Ministry by:
 - ✓ Conducting special assignments issued by the Principal Finance Officer from time to time.

To assist in the implementation and operation of accrual accounting.

- Assisting in implementation and operation of the accrual-based accounting system through training, providing manuals, guideline, instructions etc. technical assistance and problem-solving liaising with the Ministry of Finance & Public Service for updates and decision on technical matters.

Required Knowledge, Skills and Competencies

- Technical knowledge of the FMIS, BRS, JaBIS, BIZPAY, EEPPS etc.
- Basic knowledge of network operating system
- Knowledge of Computer Information System Security Regulation and procedures;
- Good interpersonal skills;
- Ability to train users on the functionality of the systems;
- Ability to solve problems quickly and completely;
- Ability to identify tasks which require automation.
- Good interpersonal skills
- Good documentary and reporting skills
- Ability to compile and prepare narrative and statistical reports
- Ability to communicate clearly and concisely with all levels of users

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognised University or;
- ACCA Level 2 or;
- A.Sc. - Accounting, MIND along with the Diploma in Government Accounting MIND
- Experience and knowledge of Government financial, accounting and computerised systems.
- Three (3) years' experience in the management of a financial computer information system

Applications accompanied by résumés should be submitted **no later than Tuesday, 12th October, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**