



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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10th May, 2023

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 Analyst (MIS/IT 6)** in the **Systems Innovation and Projects Branch, Accountant General's Department (AGD)**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the general direction of the Director, Systems Innovation and Projects, the Financial Systems Analyst is responsible for the design of new solutions to facilitate modifying, enhancing or adapting existing systems and integrating new features or improvements to improve the efficiency of Treasury operations, productivity and effectiveness.

The incumbent will support the development and enhancement of the Government's Financial Management System (GFMS), and other enterprise-wide financial systems.

Key Responsibilities

Technical/Professional:

- Provides technical expertise and recommendations in assessing new Financial Systems Development Projects and initiatives to support and enhance the Treasury's existing Financial Systems Environment;
- Conduct reviews of the different financial systems owned by the Treasury, from the application design and architecture to the programming language and code used;
- Identifies and develops opportunities that can improve efficiency of the Treasury business processes;
- Investigates application functionality related issues and provides the relevant guidance to the supporting Teams by way of documentation which includes proposed method to resolve;
- Co-ordinates application development for multiple projects;
- Conducts troubleshooting of financial software application issues, when escalated;
- Participates in management of outsource relationship for third party application development consultants;
- Assists with application testing;
- Troubleshoots technical issues and document modifications needed in existing applications to meet changing user requirements;
- Provides assistance and advice to all users in the effective use of Financial Systems applications;
- Develops new and updates existing technical procedures and documentation for the applications including operations, user guide, etc.;
- Contributes to the creation of the system design and functional specifications for all new Financial Systems Development Projects;
- Serves as a Technical Liaison and Facilitator between all Divisions and Units to assist in addressing and resolving Financial Systems application issues;
- Collaborates with Units in regard to business process re-engineering and develop system requirement specifications that meet those needs.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Participates on Steering Committees and be involved in the design phase of any new development projects and initiatives;
- Prepares progress and other reports and programme documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

- Assists with the preparation and conducts presentations.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem solving-skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow up
- Excellent understanding of the interdependent relationship between infrastructure, information security and the application/services they enable
- Experience in the use of UML, process flow, design and presentation tools
- Knowledge of the Central Treasury Management System (CTMS) framework
- Ability to work on multiple projects at varying stages
- Strong decision making/problem solving skills
- Ability to work within and contribute to workflow processes
- Ability to manage customer's expectations according to internal timeliness and commitments
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of best practice
- Principles of project estimation and planning
- Principles of project management and time management skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Four (4) years' experience with Financial Systems.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24th May, 2023 to:**

Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4

Email: careers@treasury.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