



**CIRCULAR No. 83**  
**OSC Ref. C. 4664<sup>17</sup>**

**9<sup>th</sup> February, 2024**

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 Support Manager (GMG/SEG 3)** in the **Treasury Systems Division, Accountant General's Department (AGD)**, salary range \$4,594,306 - \$6,178,830 per annum.

**Job Purpose**

Under the general direction of the Director, Treasury Systems Support, the Financial Systems Support Manager has responsibility to provide specialized and computerized Financial System Support to all Ministries, Departments, and Agencies (MDAs) by researching, analyzing, and resolving Financial Systems anomalies and queries to ensure Financial Statements are factual, fair and in accordance with Government of Jamaica's (GoJ's) principles and guidelines. The incumbent also provides training and guidance to Accounting Teams in MDAs in the use of the Financial System and its Procedures.

**Key Responsibilities**

***Technical/Professional:***

- Ensures that the GFMS and other Financial Systems are satisfying the accounting and reporting requirements of the GOJ;
- Collaborates with other Support Teams (Accounting and Financial Policy Branch (AFPB)-MOFPS; Government Accounting and Reporting; Division (GARD); Information Management Unit (IMU), TAJ, JCA, etc.) to support the modernization endeavors under GOJ's PFM Reform Programme;
- Prepares Financial Statements and Management Reports;
- Collaborates with MDAs to ensure accounts are prepared according to the requisite accounting standard and guidelines issued by the MOFPS;
- Examines and recommends solutions to areas of weaknesses identified in the CTMS Environment and other Financial Systems;
- Collaborates with MDAs to resolve accounting challenges for accounting periods not closed;
- Liaises with the MDAs to ascertain whether issues are Financial Systems or accounting related and provide the necessary support;
- Facilitates the implementation of the specialized support plan in providing assistance to MDAs in overcoming systemic challenges;
- Prepares and updates manuals, procedures, user guides and related documents for all users of the Financial Systems;
- Ensures the integrity (user access and security controls, etc.) of the System is consistently maintained, encouraging best practice across all the MDAs;
- Provides the requisite assistance to users to effectively operate the respective Financial Systems in accordance with prescribed procedures;
- Executes the onboarding activities of new entities to the GFMS Platform;
- Ensures the Chart of Account Codes on GFMS are current as per the Revenue and Expenditure Estimates and in compliance with the COA Manual;
- Makes recommendations for modifications to enhance the GFMS Software and assists with testing the new or modified functions as well as conducts user- acceptance testing;
- Contributes to the development and implementation of GoJ Financial Management policies and procedures;
- Participates in UAT activities ensuring all new features are adhering to PFM and CTMS framework.

***Management/Administrative:***

- Assists in the planning, organizing and directing of the work of the Branch;
- Participates in the development of the Branch's component of the Corporate and Operational Plans and Work Plans and Budgets;
- Participates in conferences, symposiums/seminars/workshops and meetings;
- Conducts periodic reviews of supervisees in accordance with Work Plans;

- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Report;
- Manages the performance of supervisees, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the that supervisees have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

### **Required knowledge, Skills and Competencies**

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
- Sound knowledge of the GoJ planning and policy setting process
- Thorough knowledge of the project management
- Extensive experience in Government accounting and fiscal operations.
- Working knowledge in human resource management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess and exercise high integrity and ethical standards
- High attention to detail/focus

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting, Business Administration, Computer Science or Information Systems;
- Four (4) years' experience in a Public Financial Management role, to include two (2) years at a supervisory level.

### **Special Condition Associated with the Job**

- Working under pressure with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work beyond normal working hours;
- May be required to travel both locally and overseas on official work related business;
- Frequent meetings;

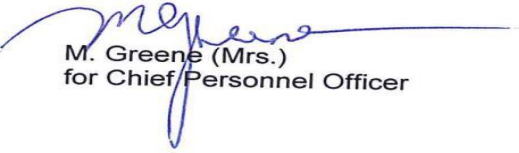
Applications accompanied by résumés should be submitted **no later than Friday, 23<sup>rd</sup> February, 2024 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
21 Dominica Drive  
Kingston 5**

**Email: [careers@treasury.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer