

JOB TITLE: Treasury Systems Analyst

JOB GRADE: Treasury Systems Analyst

#### STRATEGIC OBJECTIVES OF THE DIVISION

- ☐ To lead in the management of all financial systems within the Treasury, primarily the Central Treasury Management Systems (CTMS) environment, and is charged with implementing CTMS strategic initiatives
- ☐ To manage the set of protocols that govern how the AGD will be able to report on the financial position of the Government of Jamaica (GoJ)
- ☐ To provide full support to internal and external stakeholders of AGD's financial systems
- ☐ To promote and enforce proper Public Financial Management (PFM) practices and good governance, promoting transparency and accountability
- ☐ To lead the transition from GFMS to the new Jamaica Integrated Financial Management Information System (JIFMIS), its implementation, support and maintenance
- ☐ To influence, support, and implement PFM policy directives
- ☐ To lead the continued development and maintenance of the Government Financial Management System (GFMS), along with intended integration with other government public financial management systems. GFMS is the automated interpretation of CTMS
- ☐ To provide full support to internal and external stakeholders of the AGD's financial systems through training and other mechanisms.

#### JOB DUTIES & RESPONSIBILITIES

##### Technical/Professional Responsibilities

- ☐ Contributes to the design and development of a Results Measurement framework and its associated processes/procedures and tools that will enable the collection, storage and reporting of data related to all Programme activities.
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- ❑ Promotes monitoring and evaluation standards, quality assurance/control and capacity development;
- ❑ Maintains data base on outreach/publicity material geared towards partners and donors;
- ❑ Contributes to the TSD/AGD annual reviews;
- ❑ Develops and implements monitoring tools and strategies for the MDAs;
- ❑ Provides guidance on AGD's PFM evaluation policies, procedures and practices to relevant stakeholders;
- ❑ Conducts analysis and synthesis of proposals on areas evaluated, effectiveness and impact of TSD initiated programmes;
- ❑ Drafts and reviews management responses to the evaluations; ❑ Follows up on implementation of evaluation recommendations;
- ❑ Undertakes quality assurance in the formulation of new programmes and projects;
- ❑ Contributes to the data collection and evidence for the completion of Results Oriented Annual Reports and other divisional reports;
- ❑ Contributes to the establishment of statistics database;
- ❑ Identifies and formulates best practices from evaluations and studies to be integrated into broader knowledge management efforts;
- ❑ Contributes to the implementation of Evaluation Knowledge Management and Learning Strategy;
- ❑ Participates in results-oriented monitoring and evaluation training efforts;
- ❑ Designs and conducts training workshops;
- ❑ Participates in quality assurance oversight processes to contribute to the strategic positioning of TSD;
- ❑ Encourages professional growth through active learning.
- ❑ Contributes toward the development and implementation of the Treasury Systems Division (TSD) Communication Strategy and Action Plan;
- ❑ Researches linkages across programme activities to identify critical points of integration;

- ☐ Monitors specific stages of projects/programme implementation;
- ☐ Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- ☐ Documents and analyses innovative strategies and new approaches.
  
- ☐ Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- ☐ Participates in meetings, seminars, workshops and conferences as required;
- ☐ Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required;
- ☐ Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's goals;
- ☐ 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 all other duties and functions as may be required from time to time.

#### Qualifications and Experience

- ☐ Bachelor's Degree in Economics, Finance, Statistics, International Development, Project Management, Survey Research or Program Evaluation
- ☐ Certificate in Project Management would be an asset
- ☐ Two (2) years related experience in a financial management system environment

#### Competencies

- ☐ Working knowledge of government accounting practices and applications
  - ☐ Sound knowledge of Public Financial management ☐ Strong monitoring and evaluation techniques
  - ☐ Sound knowledge of FAA Act, Instructions and related guidelines
  - ☐ Good knowledge of Central Treasury Management System (CTMS) framework
  - ☐ 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
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Special Conditions Of The Job (Disagreeable Work Environment  
Etc.)

- ☐ 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.