

Accountant General's Department



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Job Description & Specification

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Improving non-stop

Data Analyst
(MIS/IT 6)

Public Building West, King Street, Kingston, Jamaica

JOB DESCRIPTION

Proposed Job Title: **Data Analyst**

Post Number:

Proposed Job Level: **MIS/IT 6**

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: **Data Scientist**

Direct Reports: N/A

This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

1. STRATEGIC OBJECTIVES

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting-edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost-effective information systems.

The Division is responsible for the development and maintenance of the Government's Financial Management System's (GFMS) IT infrastructure, establishing connectivity and interoperability between MDAs and the AGD, with the Central Treasury Management System (CTMS) at its core. It is also responsible for training the AGD's staff as well as staff of the MOFPSS and MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD's Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD's records to meet the AGD's information needs, stakeholders' information expectations, and statutory and fiscal requirements regarding records.

2. JOB PURPOSE

The Data Analyst will play a crucial role in analyzing financial data, developing reports and providing insights that support the decision-making processes within the Accountant General' Department. The ideal candidate will have a strong analytical mindset, expert proficiency in data analysis tools and a keen interest in public financial management.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Gather data from all (primary and secondary) sources, ensuring the upkeep of databases and data systems.
- Detect, examine and decode trends or patterns within intricate datasets.
- Cleanse data and scrutinize computer-generated reports and outputs to identify and rectify coding errors.
- Coordinate with management in support of Business Intelligence to align business and informational priorities.
- Identify opportunities for business process enhancements.

- Employ statistical techniques to scrutinize data and produce actionable business insights.
- Collaborate with the management team to determine and rank the needs of relevant units.
- Develop data dashboards, charts and visual aids to support decision-making across units.
- Convey insights through both reports and visual presentations.
- Engage with managers from various departments to specify data requirements for analysis projects tailored to their unique business processes.

3. KEY OUTPUTS

- Treasury Management activities supported.
- Financial Models developed and maintained.
- Data collected, cleansed, analyzed and interrogated.
- Detail reports developed and presented as required.
- Data dashboards, charts and visual aids developed and communicated.
- All data errors rectified.
- Business enhancement opportunities developed and communicated.
- Databases and data systems managed and maintained.

4. KEY RESPONSIBILITIES

Technical

- **Data Analysis and Reporting:**
 - Collect, clean, and analyze financial data from various sources to support treasury management activities.
 - Build and use financial models to forecast trends, assess risks and evaluate the impact of different financial policies using spreadsheet modelling tools and financial modelling software.
 - Develop and maintain financial models to forecast cash flows, budget performance and investment outcomes.
 - Prepare detailed financial reports, dashboards and presentations for senior management and stakeholders.
 - Apply statistical methods to analyze financial data, identify patterns and relationships and test hypotheses using relevant software.
 - Create clear and informative visualizations (charts, graphs, dashboards) to communicate complex financial data and insights to relevant stakeholders.
 - Query databases to extract and manipulate data from relational databases.
 - Communicate complex data insights in a clear, concise, and non-technical way to a variety of audiences

- **Financial Monitoring and Assessment:**
 - Interpret financial data accurately.
 - Monitor government revenues, expenditures and cash flow to ensure compliance with budgetary guidelines.
 - Identify trends, variances and potential risks in financial data and provide recommendations for mitigation.
 - Assist in the evaluation of investment opportunities and the management of the government's debt portfolio.
- **Data Management:**
 - Combine data from disparate sources into a cohesive and unified format for analysis using data warehousing techniques and tools.
 - Maintain and update databases and information systems to ensure accuracy and reliability of financial data.
 - Implement data quality controls and procedures to ensure data integrity.
 - Work with IT teams to enhance data collection and storage processes.
- **Stakeholder Collaboration:**
 - Collaborate with various government departments to gather data and provide analytical support.
 - Communicate findings and insights to non-technical stakeholders in a clear and concise manner.
 - Assist in the preparation of reports for external auditors, regulatory bodies, and public disclosures.
- **Process Improvement:**
 - Identify opportunities to streamline data collection and analysis processes.
 - Participate in the development and implementation of new analytical tools and methodologies.
 - Stay current with industry best practices and emerging trends in data analysis and public financial management.

Any Other Duties

Any other related duty that may be assigned from time to time.

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Percentage of data with errors or inconsistencies tracked, identified and corrected.
- Data processed and analyzed in a timely manner
- Data integrated successfully and monitored
- Predicted values and actual outcomes compared and evaluated for accuracy
- Actionable insights generated
- Business Intelligence supported

- Data manipulation and analysis conducted
- Data analysis shared and used as required

6. AUTHORITY

- Make recommendations on process improvements, resource allocation and financial management based on data insights
- Translate complex data into actionable insights for non-technical audiences.
- Access to confidential information within the scope of duties.
- Extract meaningful insights based on the specific data and business needs

7. CONTACTS

Internal

<i>Contact</i>	<i>Reason</i>
Accountant General	Provides and receives information, guidance and advice. Submits required reports.
Senior Director Information & Technology	Provides and receives information, guidance and advice. Submits required reports.
Data Scientist/ Engineer	Provides and receives information, guidance and advice. Submits required reports.
Heads of Divisions/Units	Provides and receives information.
Human Resource Management & Development Unit	Reports and follow-up on staffing matters Seek guidance
AGD Staff	Provides valuable information within the scope of duties.

External

<i>Contact</i>	<i>Reason</i>
TIU	Provides and receives information as required
eGOV	Provides and receives information as required
Other External Stakeholders	Provides and receives information as required

JOB SPECIFICATION

8. REQUIREMENTS FOR THIS JOB:

a. Minimum Qualification and Training

Essential:

- Bachelor's degree in Finance, Economics, Statistics, Data Science, or a related field. A Master's degree or professional certification (e.g., CFA, CPA) is a plus.

Desirable:

- Proficiency in data analysis tools and software such as Excel, SQL, R, Python, and data visualization tools like Tableau or Power BI.
- Strong understanding of financial principles, budgeting, and public financial management.
- Excellent analytical, problem-solving, and critical-thinking skills.

b. Essential Experience and Knowledge

- Minimum of 3 years of experience in data analysis, preferably within a financial or governmental context.
- Experience in treasury or cash management within a government setting.
- Familiarity with government financial regulations and reporting requirements.
- Knowledge of economic and financial policy analysis.

c. Competencies

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Core Competencies**

Oral and Written Communication Skills
Problem Solving and Analytical Skills
Customer Focus
Results Focus
Integrity

- **Technical Competencies**

Data Analytics
Data Analysis and Research
Information Technology
Accounting and Reporting

Knowledge of Legislations, Policies and Procedures

- **Managerial Competencies**
Leadership
Performance Management
Emotional Intelligence

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands - Pressured working conditions with numerous critical deadlines.

Work Environment - Normal office conditions

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date