

**CIVIL SERVICE OF JAMAICA
ACCOUNTANT GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Financial Systems Analyst
JOB GRADE:	MIS/IT6
POST NUMBER	██████
DIVISION:	Treasury Systems Division
BRANCH	Systems Innovation and Projects
REPORTS TO:	Director Systems Innovation and Projects
ACCOUNTABLE TO:	Director Systems Innovation and Projects
MANAGES:	Directly: N/A Indirectly: N/A

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

1. 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.

2. KEY OUTPUTS

- Technical advice provided;
- Develop and maintain the Treasury's financial systems Standard Operating Procedures;
- Development work plans and schedules produced;
- Systems designs produced;
- Functional Design Produced;
- Unit test plans produced where relevant;
- Test Data Developed;
- Documented High Quality application/services solutions produced;
- Inputs to standards development submitted;
- Participate in training and development of technical end user;
- Periodic reports.

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- 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;
- Coordinates application development for multiple projects;
- Conducts troubleshooting of financial software application issues, when escalated;

- Participates in management of outsource relationship for 3rd 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 Responsibilities

- 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 Responsibilities

- 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 Responsibilities

- 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;

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

4. PERFORMANCE STANDARDS

- Technical advice is provided is sound and evidence based
- Test plans developed with appropriate test data within the agreed timeframe
- Technical analyses performed on systems requirements are in accordance with established standards and guidelines
- System designs documentation produced in accordance with established guidelines
- Appropriate training and technical and end user documentation prepared and delivered in accordance with agreed time frame and established guidelines and standards
- Periodic reports provided within the agreed time frame and established format

5. AUTHORITY

- Recommends adjustments to policies and strategies;
- Recommends standards and procedures;

6. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact	Purpose
Senior Director, Systems Innovation and Projects Principal Director Treasury Systems	<ul style="list-style-type: none">• Receive guidance• Obtain and share information
Divisional Heads, Unit Heads and other executives	<ul style="list-style-type: none">• To receive information• Provide expert advice, counsel and recommendations on Business Analysis initiatives
General Staff	<ul style="list-style-type: none">• To receive and provide information

External Contacts

Contact	Purpose
e-Gov Ja	<ul style="list-style-type: none">• To collaborate on Application Development issues• To request technical advice and support
Ministry of Science, Energy and Technology,	<ul style="list-style-type: none">• To request Policy advice and support• Participating in the development and

	monitoring of the National ICT strategic plan
Other MDAs	<ul style="list-style-type: none"> • Providing/requesting information on ICT matters
GFMS Developers	<ul style="list-style-type: none"> • Provide and obtain information
Professional Groups, Universities and other Educational Institutions	<ul style="list-style-type: none"> • Providing/requesting information on ICT matters
ICT Professionals	<ul style="list-style-type: none"> • Providing/requesting information on ICT matters
Local and International ICT Consultants and Institutions	<ul style="list-style-type: none"> • Liaising on ICT services provided to the Ministry
ICT Hardware/Software and Services Providers	<ul style="list-style-type: none"> • Providing/requesting information on ICT matters

7. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent 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, time management and problem solving
- 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

8. MINIMUM REQUIRED EDUCATION 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.

9. 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.