

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

JOB TITLE:	Research and Data Analyst
POST NUMBER:	██████
JOB GRADE:	SOG/ST7
DEPARTMENT/DIVISION:	Treasury Systems Division
BRANCH/UNIT	Treasury Systems
REPORTS TO:	Senior Director Treasury Systems
ACCOUNTABLE TO:	Senior Director Treasury Systems
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 _____

Head of Division/Branch

Date _____

Human Resource Senior Director

Date Revised

1. 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.

1. JOB PURPOSE (one-line reason for job existing)
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Under the general direction of the Senior Director Treasury Systems, the Research and Data Analysis has the primary responsibility of leading the data analytics and data warehousing as it relates to financial systems.

Maintain a system of statistical intelligence, which guides the development and maintenance of efficient and effective GOJ treasury systems.

2. STRATEGIC OBJECTIVES

- To estimate the cost and assessment of maintaining or introducing new and/or existing measures.
- To develop strategies for effective data analysis and reporting
- To selecting, configuring and implementing analytics solutions.
- To conduct high level research and produce visualized data to aid in decision making

3. KEY OUTPUTS (results, deliverables)

- Expert policy advice provided;
- Statistical reports prepared
- Projection and forecast information prepared
- Technical and evidence based research papers;
- Corporate and Operational plans developed and related budget prepared;
- Reports of achievements vs. Plans and Divisional objectives;

4. FINAL OUTPUT (final results corresponding to job purpose)

Timely and quality analysis and recommendations to support the development of financial systems policies.

5. PERFORMANCE (how success will be measured)

- Visualized data presented are sound and evidence based and within agreed timeframe
- Evidence – based technical advice provided
- Manpower, technology, processes and financial resources are organized efficiently

- Studies conducted in keeping with established guidelines and within agreed timeframes
- Feedback received from internal and external customers are acted upon within the agreed timeframe
- Research papers/ reports prepared and presented in accordance with establish formats and within the agreed timeframe

6. KEY RESPONSIBILITIES

Technical Responsibilities

- Provides technical advice and guidance to financial systems policy and other portfolio matters;
- Aligns and directs the management, development and integration of data analytics and business intelligence necessary for supporting the development and implementation of financial systems;
- Manages the provided man-power, technology, processes and financial resources necessary to address the current and future analytics needs;
- Drives high level research, information and data as key assets to aid financial systems policy development;
- Acts as the subject matter expert in the designing and recommending of appropriate analytical approaches and methodology in informing system development and implementation;
- Designs, organizes, and directs the conduct of statistical surveys which provide the data required for formulating financial system policy;
- Consults with the MDAs and other entities in the preparation of annual projections;
- Provides technical input to other Government Departments on the feasibility of additional system development;
- Conducts studies on the impact of existing financial systems and their effectiveness and efficiency;
- Collects data and information to provide analysis on the cost of financing new financial systems;

- Seeks feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the Division;
- Keeps abreast of global trends in policy relating to public sector financial systems;
- Reviews proposals received from various stakeholders on financial systems related issues;
- Leads the development and conduct of research projects to identify the actual or potential burden or the impact of existing or proposed financial systems policies;
- Liaises with various Accountant General staff and other local and international stakeholders/counterparts in the conduct of research to obtain/share information;
- Presents research papers/reports at various fora on system related issues;
- Provides technical data, financial information and any analysis of such financial information which may be used in the development of treasury systems policy guidelines;
- Reviews recommendations made to ensure they are consistent with the findings and in accordance with Government policies and guidelines.
- Oversees the Division's research activities and ensures alignment with the business vision and objectives.

Management/Administrative Responsibilities

- Contributes to the development of the Division's component of the Corporate and Operational Plans and budgets,
- Represents the Division at selected conferences, symposiums/seminars/ workshops both local and overseas and make presentations on issues bearing portfolio responsibility;
- Serves as member of technical working groups where required;
- Lobbies to have sufficient and appropriate physical resources to undertake the duties efficiently and effectively;
- Develops and reviews the Division's policies, procedures and systems to meet AG's goals, objectives and targets;
- Participates in the development of the individual work plan;

- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that there is the provision of a consistently high level of service to them.

7. AUTHORITY (decisions you have the power to make or recommend)

- Provide recommendations on treasury systems policy matters based on evidence based data
- Recommends budgetary requirements for the Division.
- Recommends the expenditure from the approved budgetary allocation of the Division.

8. RESOURCES MANAGED (budget, purchases, other assets)

- N/A

9. CONTACTS (Liaises with)

Internal

<i>Contact</i>	<i>Purpose</i>
Principal Director Treasury Systems	Make recommendations, provide advice
Accountant General	Provide/ obtain information
Other team members within the Division	Share and receive information
Staff from other Divisions	Meetings, consultations

External

Contact	Purpose
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MDAs	<ul style="list-style-type: none"> • Monitor and collaborate with MDAs to ensure relevant compliance with standard policies and procedures regarding the use of the GFMS • Provide guidance and resolution to accounting challenges on GFMS • Provide influence and full GFMS support • Conducts training and user acceptance testing
GFMS Developers	<ul style="list-style-type: none"> • Offer recommendations for modification and enhancement of the GFMS • Participate in Quality Assurance testing
STATIN	To obtain data/information

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- B.Sc. Degree in Economics, Statistics (specializing in statistics and public finance as well as postgraduate training in financial systems analysis).
- Training in research methodologies/techniques
- Five (5) years in statistical research and analysis with three (3) years at management level.

SPECIFIC KNOWLEDGE & SKILLS

- Sound knowledge of applied econometric software, computer applications and statistical packages such as Microsoft Excel, Stata and SPSS
- Sound knowledge of financial systems policies
- Strong research and analytical skills

- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- Deliver output of a consistently high quality

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 analyse 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 the government and tax space
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.

<h3>1. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)</h3>

- Pressured working conditions with numerous critical deadlines
- May be required to travel both locally and overseas on official work related business