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

JOB TITLE:	Treasury Systems Analyst
JOB GRADE:	**GMG/SEG2**
POST NUMBER	**~~74203~~**
DEPARTMENT/DIVISION :	Treasury Systems
BRANCH:	Monitoring and Evaluation
REPORTS TO:	Director Monitoring and Evaluation
ACCOUNTABLE TO:	Director Monitoring and Evaluation
MANAGES:	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. 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.

2. JOB PURPOSE (one line reason for job existing)

Under the general direction of the Director Monitoring and Evaluation, the Treasury Systems Analyst is responsible for monitoring and ensuring the financial systems are enforcing approved AGD PFM standards.

The incumbent will facilitate enforcement by recommending the appropriate remediation measures to ensure compliance within the shortest practical timeframe.

3. KEY OUTPUTS (results, deliverables)

- MDAs compliance, to PFM's standard policies and procedures monitored and evaluated
- Compliance framework developed and implemented
- Monitoring and evaluation framework and strategy developed and implemented
- Analysis of data collected completed
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work plan developed

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

- Evidenced based decision making.

5. PERFORMANCE STANDARDS (how success will be measured)

- Compliance framework developed and implemented in accordance with established guidelines;
- Monitoring and evaluation framework and strategy developed and implemented in accordance with established guidelines;
- Data collected and analysed in accordance with established procedures;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Individual work plans conform to established procedures and implemented accorded to establish rules;
- Reports are evidence-based and submitted in a timely manner;

- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. 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;
- 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.

Professional/Administrative Responsibilities

- 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;

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.

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

- Recommends policy and strategy changes;

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

N/A

9. CONTACTS (Liaises with)

Contact	***Purpose***
Senior Director, Monitoring and Evaluation	• Submit reports as required • Receive strategic direction • To be guided in the monitoring and evaluation of the GFMS • Escalate any contradictory use of the GFMS or any protracted challenges that may be identified
Divisional Heads, Unit Heads and other executives	• To receive and provide information
Treasury Officers	• To receive and provide information

External Contacts

Contact	***Purpose***
MDAs	• To receive and provide information

10. MINIMUM REQUIREMENTS

<u>Qualifications and Experience</u>

- 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

Technical

- 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

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Good 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

11. 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.