



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Manager, Financial Management Information System (FMIS)
JOB GRADE:	
POST NUMBER:	50152
DIVISION/BRANCH:	Finance and Accounts Division
SECTION/UNIT:	
REPORTS TO:	Principal Finance Officer
MANAGES:	N/A

This document 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.

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 (Reason for Existence)

Under the general direction of the Principal Finance Officer, the Manager, Financial Management Information System (FMIS) provides efficient and effective support services through the proper administration of all computerized financial systems in the Finance and Accounts Division, in order to ensure the efficiency and effectiveness of the Ministry.

2. KEY OUTPUTS (Results, Deliverables)

- Effective and efficient support services;
- Authorised staff access to system;
- Staff trained;
- Secured computer hardware and data;
- Invoices checked and verified;
- Special assignments;
- **Financial Analysis Reports;**
- Progress Reports

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the Unit's Strategic Planning process;
- Contributes to the development of the annual Work Plans for the Unit;

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- Prepares individual annual Work Plan;
- Participates in the Quarterly and Annual Performance Reviews to assess the achievements of the Finance and Accounts Division;
- Advises the Principal Finance Officer on the financial performance and status of the Ministry through in-depth analysis of the ministry's financial statements for the purpose of assisting in the managerial decision making process of the ministry;
- Provides the Principal Finance Officer with monthly reports on the systems operational status of the Ministry.

B.) Technical/Professional Responsibilities;

- Provides efficient and effective support services through the proper administration of all computerised financial systems in the Finance and Accounts Division, in order to ensure the efficiency and effectiveness of the Division and its staff;
- Ensures the proper management and operation of the Financial Management Information System (FMIS), Bank Reconciliation System (BRS), Jamaica Budget Information System (JaBIS), and the Electronic Employee Payroll Payment System (EEPPS) to obtain optimum system performance and efficient computer utilisation;
- Sets up authorised users on the systems to perform their assigned duties;
- Provides training and technical assistance to users;
- Monitors, controls and administers the security and back up procedures;
- Provides manuals, user guides, code sheet etc. to users to assist in the execution of duties;
- Co-ordinates the process of repairing or replacing defective hardware;
- Executes the procedures for the opening and closing of a period for the FMIS;
- Adapts the FMIS to meet the needs of the ministry through customisation of events, sets up special procedures etc.;
- Ensures that the EEPPS is meeting its objectives of payment of employees

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salary on a timely basis;

- Checks and verifies invoices re payment for goods and services in relation to hardware and software maintenance;
- Submits requests for enhancement, modification, the fixing of bugs etc for the FMIS and BRS to the Ministry of Finance and the Public Service (MOFP);
- Assists in the testing of new or modified programmes and functions for FMIS and BRS;
- Ensures the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilization;
- Ensures that the FMIS is operating above the standard prescribed by the MOFP and that there is compliance with all instructions and guidelines issued by the MOFP and the Fiscal Services Limited (FSL);
- Undertakes special assignments issued by the Principal Finance Officer to facilitate the proper financial operations, management and control of the Ministry from time to time;
- Assists in the implementation and operation of the accrual-based accounting system;
- Liaises with the Ministry of Finance and the Public Service for updates and decisions on technical matters.
- Conducts analysis of the ministry/department's monthly financial reports to determine current financial position, makes projections on performance over a defined period, and predicts the future financial performance.
(not certain if this function is relevant here bearing in mind the proposed post of Financial Analyst)

Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Principal Finance Officer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

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- Efficient and effective support services provided through proper administration in accordance with established guidelines, practices and standards;
- Authorised staff access to system implemented on the level of competence of user;
- Staff trained and technical assistance provided on a timely basis;
- Secured computer hardware and data, monitored, controlled and administered in keeping with set standards and procedures;
- Invoices checked and verified in a timely manner;;
- Timeliness of completion of Special assignments;
- **Financial Analysis Reports are sound, accurate and produced in keeping with guidelines;**
- Progress Reports are accurate and sound and produced within agreed timeframe;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Matters relating to the status of the Financial Information System
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback, report on status of system and special assignments.
Director, Expenditure Control & Accounts	Technical assistance, training.
Director Accounts Management	Matters relating to management accounts transactions.

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Contact (Title)	Purpose of Communication
Other members of staff in the Accounts Division, System Manager	Accounting Software support

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Accounting support, training, use of manuals, instructions, guidelines, testing of new/modified programmes.
Fiscal Services Limited	Technical Assistance re hardware or software failure, System Maintenance, Issue of new or modified programmes.
Computer Hardware & Software Suppliers	Hardware repairs or replacement

6. REQUIRED COMPETENCIES

Core

- Good oral and written communication skills;
- Excellent skills in teamwork and cooperation;
- Good analytical, critical thinking skills;
- Good decision-making and problem solving skills;
- Good interpersonal skills and people management;
- Good planning, organizing and time management skills;
- Good documentary and reporting skills;
- Ability to train users on the functionality of the systems;
- Ability to identify tasks which require automation;
- Ability to compile and prepare narrative and statistical reports;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;

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- Ability to prioritise among conflicting demands;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Thorough knowledge of the FAA Act;
- Knowledge of computer information system, security, regulation and procedures.
- Technical knowledge of the FMIS, BRS, JaBIS, etc.;
- Basic knowledge of network operating system;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree or Diploma in Accounting or Business Administration from a recognised tertiary institution and five (5) years experience;

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OR

- BSc Degree in Accounting or Management Studies and three (3) years experience in the management of a financial computer information system;

OR

- Certificate in Government Accounting and seven (7) years experience

OR

- Satisfaction of the Proficiency criteria.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises.

9. AUTHORITY TO:

- Add users to FMIS;
- Amend rights of users on FMIS.

10. WORKING CONDITIONS

- Normal office conditions;

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