



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Financial Systems Manager

JOB GRADE: FMG/AT3

DEPARTMENT: Finance and Accounts

REPORTS TO: Principal Finance Officer

MANAGES: N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To provide efficient and effective support services through the proper administration of all computerized financial systems in the Finance & Accounts Department, in order to ensure the efficiency and effectiveness of the department and its staff.

KEY OUTPUTS

1. Staff trained in FMIS, BRS and other computerized financial applications.
2. Authorised staff access to computerized financial applications.
3. Functional computer hardware and application software.
4. Financial Analysis Reports.
5. Implementation of recommendations facilitated.
6. Proper management of all computerized financial systems in the Finance and Accounts Division.

KEY RESPONSIBILITY AREAS

Financial Management Information System (FMIS)

1. Ensures the proper management and operation of the Financial Management Information System (FMIS) to obtain optimum system performance and efficient computer utilization.
2. Ensures that the system is operating above the standard prescribed by the Ministry of Finance and Planning and that there is compliance with all instructions and guidelines issued by the MOF&P and FSL regarding the operation of the system.

Bank Reconciliation System (BRS)

3. Ensures the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilization.
4. Advises the Principal Finance Officer/Financial Controller 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 decisions making process of the ministry.

5. Conducts analysis of the ministry/department's monthly financial reports for the purposes of:
Arrives at a position on the ministry/department's current financial position;
Makes projections on the ministry/department's performance over a defined period, and predicts the ministry/department's future financial performance.
6. Provides the Principal Finance Officer with monthly reports on the financial status of the ministry/department.
7. Undertakes special assignments on behalf of the Principal Finance Officer to facilitate the proper financial operation, management and control of the ministry.
8. Assists in the implementation and operation of accrual accounting through:
Training
Provides manuals, guideline, instructions, etc.
Technical assistance and problem solving
Liaise with the Ministry of Finance & Planning for updates and decision on technical matters.

PERFORMANCE STANDARDS

1. Downtime of FMIS less than 1%;
2. Timely access of users to FMIS;
3. Response to users of FMIS within agreed timeframe;
4. Resolution of system concerns within set period;
5. Completion of assignments within agreed timeframes.

REQUIRED COMPETENCIES

Functional/Technical competencies	Level
Knowledge of computer information system, security, regulation and procedures.	3
Technical knowledge of the FMIS, BRS, JaBIS, etc.	3
Basic knowledge of network operating system	3

Ability to train users on the functionality of the systems.	3
Ability to identify tasks which require automation.	3
Good documentary and reporting skills.	3
Ability to compile and prepare narrative and statistical reports.	3

Core Competencies	Level
Good Oral communication skills	3
Good Written Communication skills	3
Good interpersonal skills	3
Problem solving and decision making skills	3
Good leadership skills	3
Good Analytical skills	3
Good planning and organizing skills	3
Positive impact and influence	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A first degree in Accounting or Management Studies
- Three (3) years experience in the management of a financial computer information system.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions.
- Occasionally may be required to work beyond normal working hours to meet deadlines.
- Required to remain confidential to sensitive information.

AUTHORITY

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