



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Financial Analyst
JOB GRADE:	
POST NUMBER:	53631
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	-
REPORTS TO:	Director, Project Planning and Maintenance
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)

Reporting to the Director Project Planning and Maintenance, the Financial Analyst is responsible to determine the financial costs and feasibility of the Ministry's capital A and B projects, so as to ensure that the resources are managed efficiently and effectively in accordance with the public finance, legal and policy framework.

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2. KEY OUTPUTS (Results, Deliverables)

- Financial analysis undertaken;
- Cash flow projections prepared;
- Variance analysis undertaken and reports prepared;
- Project performance monitored;
- Technical advice provided;
- Status Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development and preparation of the Operational Plan for the Division;
- Contributes to the development of the annual Work Plan for the Division;
- Prepares individual annual Work Plan;

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- Participates in the Quarterly and Annual Performance Reviews to assess the achievements of the Project, Planning and Maintenance Division;
- Provides Technical advice on financial matters to the Director Project, Planning and Maintenance;
- Prepares and submits monthly status report on activities undertaken.

B.) Technical/Professional Responsibilities;

- Participates as a member of the project teams involved in evaluating project ideas and developing and documenting projects for approval by the administrative and political directorate;
- Undertakes financial analysis to allow the Director, Project, Planning and Maintenance to provide comments on Cabinet submissions;
- Analyses capital projects being undertaken by the Ministry of Health and Regional Health Authorities by applying financial indicators and ratios e.g. Cost Benefit Ratio, Internal Rate of Return etc;
- Carries out “sensitivity analysis” to determine the impact that changes in the value of basic parameters will have on project performance;
- Prepares cash flow projections for all projects and compares against actual performance in order to determine variances;
- Undertakes variance analysis and prepares reports for submission to the Director, of Project Planning and Maintenance;
- Coordinates the preparation of project submissions and compile the Ministry’s benefit for Capital ‘A’ and ‘B’ programmes;
- Monitors project performance to ensure that funds are utilized in accordance with project agreements and implementation plans;
- Prepares statements of achievements and other reports for multi-lateral agencies and specified government agencies;
- Ensures the preparation of cash status reports for all Capital A and B projects;

- Makes recommendations to facilitate the appropriate responses to audit queries raised by the Auditor General, Contractor General and the Internal Auditor;

C.) Other Responsibilities:

- Performs any other related duties that may from time to time be assigned by the Director Project Planning

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Financial Analysis Reports produced are timely, accurate, transparent and complete;
- Cash flow projections prepared in a timely manner and in keeping with set guidelines;
- Variance analysis undertaken and reports prepared in a timely manner;;
- Project performance monitored in a timely manner and in keeping with project agreements and implementation plans;
- Advice provided are technically sound;
- Monthly Status Reports prepared and submitted on activities undertaken are sound and accurate.
- 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 financial status of Projects
Director of Project, Planning and	Matters relating to the financial costs,

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Contact (Title)	Purpose of Communication
Maintenance	feasibility and performance of projects.
Principal Finance Officer	Collaborate on financial matters pertaining to projects
Project Accountant	Matters relating to status of project funding
Portfolio entities – Regional Health Authorities etc	Public Bodies Financial Analysis

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio, submit reports.
Multi-lateral agencies and specified government agencies;	Submission of reports and statements

6. REQUIRED COMPETENCIES

Core

- Excellent financial and analytical skills;
- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Good presentation, oral and written communication skills;
- Client orientation, good interpersonal and influencing skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction.

Technical

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- Knowledge of Financial Ratio Analysis and Applications;
- Knowledge of cost/benefit analysis;
- Sound knowledge of the principles and practices relating to accounting by multi-lateral organisations/agencies;
- Sound knowledge of the Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;
- Competence in the use of spreadsheets and various computerized accounting systems. including computer applications

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA Level 2 or equivalent qualifications;

OR

- BSc Degree in Accounting or Management Studies from a recognised tertiary institution plus at least three (3) years post qualification experience in Management Accounting, Cost Accounting and Financial Accounting

OR

- Postgraduate qualifications in accounting with two (2) years experience;
- Training in Project Management.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- To recommend capital projects based on analysis of financial data.
- To access accounting records.

10. WORKING CONDITIONS

- Normal office conditions;