



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 97
OSC Ref. C.6272¹²

21st March, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Financial Systems Manager (FMG/PA 2) – (Vacant)** in the **Finance and Accounts Division, Office of the Prime Minister (OPM)**, salary range (as @ April 1, 2019) \$1,927,065 - \$2,290,674 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Principal Finance Officer, the Financial Systems Manager is responsible for:

- Ensuring the effective, efficient and economical use of all computerized financial systems within the Finance and Accounts Division;
- Conducting analysis of the financial accounts of the Ministry and undertaking assignments with a view to establish the financial status of the Ministry, the efficiency and effectiveness of its operations and compliance with established systems, procedures and guidelines.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- 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;
- 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 System (FinMan), Bank Reconciliation System (BRS), Payroll System (BizPay) 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;
- Executes the procedures for the opening and closing of a period for the FinMan;
- 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 FinMan and BRS to the Ministry of Finance and the Public Service (MOFPS);
- Assists in the testing of new or modified programmes and functions for FinMan and BRS;
- Ensures that the FinMan is operating above the standard prescribed by the MFPS and that there is compliance with all instructions and guidelines issued by the MFPS and the Fiscal Services Limited (FSL);
- 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.

Required Knowledge, Skills and Competencies

- Excellent time management and organizing skills
- Excellent planning and monitoring skills
- Good problem solving skills
- Good presentation skills
- Good oral and written communication skills
- Good team and interpersonal skills

- Good documentary and reporting skills
- Ability to identify tasks which require automation
- Ability to communicate clearly and concisely with all levels of users
- Knowledge of Government's financial, accounting and computerised systems
- Technical knowledge of the FinMan, BRS, BizPay, EEPPS
- Basic knowledge of network operating system
- Knowledge of computer information system, security regulations and procedures
- Ability to train users on the functionality of the system
- Ability to compile and prepare narrative and statistical reports
- Proficiency in the use of relevant computer applications
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd April, 2019 to:**

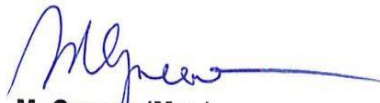
**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**