



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Senior System Analyst

MINISTRY: Finance & Treasury

DIVISION: Treasury

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10123

MINISTRY VACANCY NUMBER:

POSITION LEVEL: L7/8

SALARY RANGE: \$48,063.39 - \$54,414.22

THIS POSITION REPORTS TO: Manager - FMIS

POSITIONS SUPERVISED: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget and fiscal policy. Ministry services include statistics gathering, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the Public Service.

The role of the Financial Management Information Systems section in Treasury is to execute financial management strategies relating to the operation of the General Ledger and associated activities namely revenue posting, payroll posting and payment processing and to ensure the General Ledger has all the requisite governance controls in order to maintain the integrity of SIG's financial management framework in an accountable, transparent and ethical manner.

This position will contribute to the overall functions of and objectives of the ministry by assisting the FMIS unit to implement and upgrade the General ledger to the new D365 with streamlined business process, improved interfaces, strengthened internal controls, reporting and enhanced end user productivity.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist in supporting MoFT and Line Ministries with the implementation of the upgraded FMIS
2. Assist with the development of revised processes and controls in MoFT and line Ministries, including process mapping and documentation;
3. Assist with process re-engineering and review of Treasury's organisational structure to ensure the new structure is able to deliver the new business processes and potentially new Line Ministry finance division structures.

4. Assist with data cleansing and reconciliations of existing FMIS data to ensure as best as possible clean datasets are migrated to the new FMIS;
5. Participate in Key User Training to enable the execution of User Acceptance Testing and End User Training.
6. Participate in Go-Live support of end users and Post Go-Live review;
7. In conjunction with FMIS Project Manager assist with Project Management, budget tracking, reporting and stakeholder communications;
8. Undertake any other duties as reasonably required or directed by the responsible officer or Supervisor

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Quantity and quality of support provided with the implementation of FMIS
2. Timely and effective assistance provided to revise processes and controls, process mapping and reviewing documentations
3. Timely and effective support of process re-engineering, data cleansing and HR restructure;
4. Quantity and quality of assistance provided with data cleansing and reconciliations;
5. High Standard of participation in Key Users training and testing;
6. Timely and effective support in Asset Inventory to ensure all end users have the necessary hardware and software to fully utilise the upgraded FMIS'
7. Quantity and quality of participation in Go-Live support for end users and Go-Live review;
8. Effective support of the FMIS Project Manager and MoFT FMIS team with any tasks as directed.
9. 100% attendance and compliance with relevant rules and regulations

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

Degree in Information Technology with Business and Commerce

Capabilities Required

- Ability to undertake thorough analysis in system configuration.
- Demonstrated ability to work as part of a operational team, and motivate team performance and outcomes through effective and timely reporting.
- High level of ethical conduct, honesty and integrity

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

- KSC1: Sound knowledge in the SIG financial framework and processes
- KSC2: Advanced computer literacy, especially in Microsoft Excel;
- KSC3: Experience in, or knowledge of, information technology in private or public sector;
- KSC4 Good written and verbal communication skills, including the ability to engage effectively with staff and stakeholders at all levels.
- KSC5 Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,848.59 - \$2,092.85 **Annual Salary:** \$48,063.39 - \$54,414.22

Annual Leave entitlement: As per Ministry of Public Service Policy

Other Conditions of Service relevant to this position:

- *A Housing Allowance or access to the Public Service Rental Scheme*
- *B Other standard leave entitlements outlined in the General Orders for SIG Public Servants*

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

.....
Date Approved

Additional Comments: