RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Chief System Analyst   **MINISTRY:** Finance & Treasury

DIVISION: Treasury   **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 273-10124   **MINISTRY VACANCY NUMBER:**

POSITION LEVEL: L10/11   **SALARY RANGE:** $67,578.21 - $81,348.88

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 and objectives of the ministry by assisting the FMIS unit to implement and upgrade the General ledger to the new D365 with streamlined business processes, 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. Provide support to MoFT and Line Ministries with the administration of the Financial Management Information System (FMIS) and D365 system.

2. Assist with the development of revised processes and controls in MoFT and line Ministries, including process mapping and documentation;

3. Coordinate data cleansing and reconciliations of existing FMIS data to ensure as best as possible clean datasets are migrated to the new D365 system

4. Conduct end-user training for new users and support provided to end users;

5. Document new processes and update user manuals and review user applications.

6. Managing the Life cycle services (LCS) and Azure Active Director and doing system configuration.

7. Maintain and configure security roles, Stores, and MPOS applications and supervise the management of interfaces.

8. Lead system upgrades and user acceptance testing Troubleshoot system and fix system errors

9. 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 the following key deliverables:

1. Quantity and quality of support provided in the administration of the FMIS and D365 to line ministries.

2. Quality and effective assistance provided to revise processes, controls, process mapping, and review documentation.

3. Efficient and effective data cleansing and reconciliations of existing FMIS data migrated to the new D365 system.

4. Quantity and quality successful completion of end-user training provided to new users and efficient support given to end-users in a timely manner.

5. Effective and efficient documentation of new processes and user manuals updated and reviewing user applications.

6. Timely and effective support in Asset Inventory to ensure all end users have the necessary hardware and software to fully utilize the upgraded FMIS' and D365

7. Efficient maintenance and configuration of security roles, Stores, and MPOS applications and effective management of interfaces.

8. Timely performance in system upgrades and user acceptance testing and quality support in resolving system issues.

9. Quality and quantity completion of other duties as reasonably required or directed by the responsible officer or Supervisor

10. 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 **a** thorough analysis of system configuration.
- Demonstrated ability to work as part of an 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 or ability to quickly learn the SIG financial framework and processes

KSC2: Advanced computer literacy, especially in Microsoft Excel;

KSC3: Experience in, or knowledge of, information technology in the 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 a strong commitment to upholding Public Service Values and Code of Conduct

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: $2,599.12 - $3,128.80 **Annual Salary:** $67,578.21 - $81,348.88

Annual Leave entitlement: As per 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:

.... 22/6
Permanent Secretary/Responsible Officer **Date Approved**

Additional Comments: Approve