



**MINISTRY OF FINANCE & PUBLIC SERVICE
FINANCE AND ACCOUNTS DIVISION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Finance & Investment Analyst
JOB GRADE:	FMG/PA 3
POST NUMBER:	53841
DIVISION/BRANCH:	Finance & Accounts
REPORTS TO:	Principal Finance Officer
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

JOB PURPOSE

The Finance & Investment Analyst is responsible for providing support to the Principal Financial Officer (PFO), by undertaking the responsibilities of effectively monitoring and evaluating the application of the Ministry of Finance & the Public Service's (MOFPS) Annual Budget, its Financial Performance and Operations including those of Departments and Agencies which are funded from the MOFPS' budget. This is achieved by optimizing the MOFPS' capacity to realize efficient management of its financial resources, while taking into consideration any constraints of limited resources.

The incumbent safeguards that expenditure is kept within the voted provision and finances of the MOFPS and its Budget Funded Entities, it is managed efficiently and effectively and in accordance with Public Finance Regulations while respecting the appropriate Legal and Policy framework. In so doing, he or she strengthens the capacity of Budget Funded Entities and support their representatives to manage their finances in a manner which fulfills the required outcome.

The incumbent supports the PFO by providing appropriate reports in a timely manner, inclusive of informing on the status of Audit Queries, compliance with established standards as well as feedback related to the operations of Budget Funded Entities. In addition, the incumbent prepares the Budget for the Finance & Accounts Division, as well as appropriate Corporate and Operational Plans. In his or her capacity as Investment Officer, he or she manages a designated portfolio of funds which have been approved for investment and ensures that the most appropriate outcome is realized.

The Finance & Investment Analyst contributes to achieving the purposes of the MOFPS by delivering his or her responsibilities as well as abiding by ethical business practices, due diligence and commitment, with high levels of accountability, responsibility as well as productivity.

KEY RESULT AREAS / OUTPUT

1. Response requests from the PFO, Chief Internal Auditor and the Auditor General, researched, prepared and presented as agreed.
2. Analyses and their corresponding reports for the PFO, prepared and presented as required.
3. Appropriate advice to the PFO, grounded in data, inclusive of technical assistance to Budget Funded Entities, provided.
4. An expected and appropriate return on the investment portfolio is realized.
5. Reports on Audit Queries related to MOFPS and Budget Funded Entities, prepared and presented.
6. Correspondence circulated appropriately, updates informed and reports updated accordingly.
7. Comments on Budget proposals are taken into consideration.
8. Reminders to Budget Funded Entities are sent and feedback to the PFO, provided.
9. Detailed reports on the financial representation of the MOFPS & Budget Funded Entities, prepared and presented accordingly.
10. Monthly, quarterly and semi-annual reports on the performance of budget funded entities, prepared and presented as required.

11. Appropriate, recommended subventions, based on availability of funds for budget funded entities, prepared and presented accordingly.
12. Requests for assistance related to accounting principles, provided accordingly.
13. Finance & Accounts Division's (FAD) Divisional Budget, Corporate Plan and Operational Plan, prepared and presented.
14. FAD Quarterly performance monitored; appropriate reports prepared and presented to the Strategic Planning & Reform Unit.
15. The MOFPS Corporate Credit Card, administered accordingly. This is to ensure expenditure, in accordance with established guidelines.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

Not applicable.

Technical/Professional Responsibilities

1. Report to the PFO on the status of all Audit queries with respect to the MOFPS and Budget Funded Entities.
2. Liaise with the FAD's Unit Heads to obtain information in relation to their respective contribution to the Operational Plans, actual performance and overall output of the Division.
3. Collaborate with Unit Heads and provide detailed reports on the strategic performance of the FAD.
4. Obtain and report on feedback from MOFPS' Budget Funded Entities to ensure compliance with recommendations from the Auditor General's Department.

5. Respond to the Internal Audit Division with respect to any queries, provide updates to all respective stakeholders. Draft a combined response to be included in the Auditor General's Annual Report.
6. Monitor reporting requirements of Budget Funded Entities to ensure compliance with established and agreed standards.
7. Ensure the timely preparation and presentation of monthly and annual Financial Statements with the appropriate guidelines.
8. Review Financial Reports received from entities which are funded under the MOFPS' Budget, monitor compliance with established standards while certifying accuracy and adequacy.
9. Provide detailed reports on the financial performance of the MOFPS and Budget Funded Entities, take into consideration any comments provided on Budget Proposals.
10. Oversee Budget Funded Entities' financial reporting while providing support, by way of technical assistance, in order to ensure efficiency in output.
11. Ensure that all reports are presented to the PFO within the agreed timeframe.
12. Is the Administrator of the General Credit Card of the MOFPS and as such is responsible for the following:
 - i. Obtain all pertinent bills, transaction receipts, invoices and statements, match and examine to ensure validity. Sign off accordingly.
 - ii. Ensure that payments are made within the appropriate timeframe.
 - iii. Prepare Monthly Re-conciliation Reports as well as the appropriate Quarterly Reports for the PFO.
13. Provide guidance to Budget Funded Entities with respect to maximizing their income potential.
14. Follow up with the AGD with respect to requests made to operate the following:
 - i. Imprest Accounts

- ii. Credit Cards
- iii. Investment Accounts

15. Consult with stakeholders and arrange dialogue where appropriate. Draft responses and ensure compliance with agreed processes and standards.

16. Manage an appropriate portfolio of funds which were approved for investment, ensure that approval is obtained prior to rolling over said funds.

17. Prepare and present corresponding reports, on the investment portfolio, within the agreed timeframe.

Departmental Human Resource Responsibilities

Not applicable

Customer Service Responsibilities

1. Maintain and uphold all customer service principles, standards, deliverables and responsibilities.
2. Prepare and present customer evaluations as required.
3. Prepare quarterly and /or annual Customer Service reports as required.

Other Responsibilities

1. Perform any other related function as assigned by the PFO.

PERFORMANCE MEASURES

1. The Financial Performance of the MOFPS and Budget Funded Entities is effectively monitored and output is supported by MOFPS' policies, regulatory requirements and guidelines.
2. Analyses and final reports are concluded within agreed timeframes and in accordance with established standards.
3. Quarterly and semi-annual performance of Budget Funded Entities are prepared and presented in accordance with the appropriate dates.
4. Credit Card expenditure effectively monitored and reports presented.

5. FAD Quarterly Performance Reports, prepared and presented.
6. All other reports are prepared and presented in accordance with their requirements and due dates.
7. Appropriate advice on related issues given to the PFO, and reporting Budget Funded Entities.
8. Correspondence circulated and updates are provided accordingly.
9. Analyses and assistance requested on accounting issues is facilitated.
10. A portfolio of assigned funds for investment attains an appropriate return.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Sound knowledge of Accounting Principles and Practices as well as Budget Management.
2. Sound knowledge of the GOJ's Accounting Standards with knowledge of financial analyses and investment.
3. Sound Knowledge of the Financial Administration and Audit act and Regulations.
4. Knowledge of and experience in related GOJ operations and Public Sector matters.
5. Excellent knowledge of relevant laws, staff orders, policies and procedures and other instructions specific to the MOFPS and portfolio entities.
6. Good knowledge of GOJ ICT systems.

REQUIRED SKILLS & COMPETENCIES

1. Competent in the use of ICT solutions with knowledge of relevant software applications.
2. Excellent presentation, oral and written communication skills, with report writing.

3. Effective time management skills, able to meet deadlines.
4. Investigative and problem solving skills with the tenacity to do so.
5. Developed capabilities to gather, analyze and evaluate data in order to prepare and present concise, oral and written reports.
6. High ethical conduct and confirmed integrity.

REQUIRED SKILLS & COMPETENCIES

1. Excellent management, planning and interpersonal skills.
2. Excellent knowledge of the MOFPS' overall strategic plan and its responsibilities with respect to achieving and reporting on its targets.
3. Excellent presentation, oral and written communication skills, with report writing.
4. Excellent investigative and problem solving skills with the tenacity to do so.
5. Possess high ethical conduct, confirmed integrity and is open to change.
6. Is a competent user of computer hardware with knowledge of relevant software applications.
7. Thinks critically with developed analytical skills as well as abilities to identify risk and any commensurate levels of impact.
8. Willing to work co-operatively and collaboratively with all stakeholders and able to establish and maintain professional working relationships.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- An Undergraduate Degree in Finance **OR** Accounting **OR** Business Administration **OR** equivalent, from a recognized Tertiary Institution. **OR**
- Association of Certified Chartered Accountant, **(ACCA Level 2)** **OR** an equivalent Professional Accounting Qualification. **AND**
- Three (3) years of related, post qualification experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions however, travelling is required.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

AUTHORITY TO:

- Request related data and other information.
- As may be delegated from time to time.

LIAISE WITHIN THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Principal Finance Officer (PFO)	Reports Directly to the PFO
DFS Corporate Services	Credit Card Administration
Chief Internal Auditor	Feedback on Audit Queries
PEX Unit Head	Budget, related to Budget Funded Entities
Finance & Accounts Unit Heads	Operational Performance Reporting
Director Strategic Planning & Reform	Strategic Performance Reporting

LIAISE EXTERNALLY TO THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
CEO; Budget Funded Entities	Entities' Financial Performance & Review
PFO; Budget Funded Entities	Budget & Financial Reporting

Corporate Planner; Budget Funded Entities	Strategic Plans & Budgets
Auditor General's Department	Feedback on Audit Queries