

FINANCIAL ANALYST

Type of Employment : Contractual	Reports to: Head Corporate Transactions
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Strategic Public Sector Transformation Project

This is a project that is financed through a loan from the World Bank and is being implemented by the Ministry of Finance and the Public Service. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth. The project has six (6) components:

- Component I : Strengthening the Public Investment Management System (PIMS)
- Component II : Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)
- Component III : Adaptive Public Sector Approaches to Promote Fiscal Sustainability
- Component IV : Modernizing the Accountant General's Department
- Component V : Fostering Industrial Growth and Trade Facilitation
- Component VI : Project Management

Executing Agency and Beneficiary

The executing agency is the Ministry of Finance and the Public Service (MOFPS), and it is also the main beneficiary of many of the activities proposed by the Loan. The Project Implementation Unit (PIU) is established within the MOFPS is responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan is in place to ensure that if capacity problems arise, these will be addressed promptly. MOFPS will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries.

Public Sector Transformation Implementation Unit at the Office of the Prime Minister

The Government is committed to enhancing the efficiency, quality and cost effectiveness of public services. An action plan for public sector transformation has been approved to include: Merging, divesting, and outsourcing government functions which are better performed by the private sector; the introduction of shared services for communications, human resource management and asset management, and centralized legal services; strengthen the financial reporting requirements on those entities that remain; and ensure, where required, that well-structured transition plans are in place. In order to achieve these objectives a Project Implementation Unit is to be established at the Office of the Prime Minister. To this end, the Ministry is seeking to secure the services of the following full time project staff:

JOB DESCRIPTION

Summary/Objective

The Financial Analyst provides financial analysis by assessing the financial impact of relevant decisions, conducting cost benefit analyses to inform final decisions, working on special projects and performs related work as required. The Consultant is expected to perform analytical work requiring knowledge of current financial principles and analytical practices.

Essential Functions

- Determines cost of operations by establishing standard costs and collecting operational data.
- Conducts due diligence and uses this information to develop integrated revenue/expense analyses, projections, reports and presentation regarding the impact of any designated action on the organization.
- Applies cost/benefit analysis to relevant actions and recommends relevant action.
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Guides cost analysis process by understanding and implementing the relevant policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
- Reconciles transactions by comparing and correcting data.
- Maintains database by entering, verifying, and backing up data.
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Provides staff support to committees or other departments, as assigned.
- May assist in budget preparation and administration.

Competencies

- Advanced analytical skills
- Advanced critical thinking
- Advanced communication skills
- Thoroughness

- Problem solving
- Time Management
- Customer/Client focus

Skills

- Financial modelling skills
- Intermediate knowledge of Corporate Finance
- Intermediate knowledge of Cost Accounting
- Thorough knowledge of Statistical Analysis and software
- Intermediate knowledge of Financial Planning and Strategy

Key Deliverables and Responsibilities

- Monthly progress report on all assignments delivered to Work Stream Lead in agreed format.
- Detailed quarterly action plan for the successful implementation of all assignments.
- Global cost/benefit analysis updated monthly.
- Updated weekly action/achievements tracker.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekend or evening hours may be necessary.

Travel

The job is located in Kingston. Travel is anticipated to other Government entities within the Kingston Metropolitan Area normally and outside of the Kingston Metropolitan Area on occasions.

Required Education and Experience

- Bachelor's degree in Banking or Finance; Management Studies; or related field.
- Five (5) years of relevant experience.

Interested persons should forward their applications and curriculum vitae **NO LATER THAN Friday March 8, 2018** to: -

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