NAOERO PUBLIC SERVICE
JOB DESCRIPTION

Role Title:	Management Systems Accountant
Incumbent:	Vacant
Department:	Finance – Treasury
Location/Based at:	Treasury Office, Government Building
Position Number:	5
Team Leader's Title:	Chief Financial Systems
Team Leader's Name:	Teu Teulilo
Financial Dimension:	Special Rate Ex-patriate
Regular hours of duty per fortnight:	70 hrs

Direct Reports to this Role:	**Total Number of Reports:**
• FMIS Administrator • Assistant FMIS Administrator • ICT Administrator	• Three (3) Positions report directly to the Management Systems Accountant

Primary Purpose of this Role:

The primary purpose of this role is to maintain the credibility of the Government's Financial Management Information System (FMIS) through robust data integrity and efficient business process of operation, including system stability, security and the timely reconciliation of subledgers and the General Ledger in coordination with the Chief Accountant.

The role delivers management financial reporting, preparing management accounts, financial statements, budget information and other reporting outputs that support Government decision-making. The role is also responsible for training, documentation and upskilling, ensuring FMIS user support, manuals and Standard Operating Procedures, and staff capacity building are maintained and kept current.

Key Relationship:	
Internal	• Deputy Secretary Treasury • Director, Reporting • Director, Budget & Debt • Director, Processing & Reconciliation • Chief Accountant • Chief Economist • Banking officer
External	• FMIS technology one liaison • Government line agencies • ICT Department

Key Decision Making in this Role:

The Management Systems Accountant (MSA) is involved in decisions associated with the operation of the Department of Finance information systems. This includes decisions on the production of in-year and ad hoc financial reporting and the production of system documentation and training requirements. Working closely with the Section Directors, line agencies and reporting to the Chief Financial Systems the position provides advice on information systems and processes to be followed by the Government to ensure that the financial information produced is of high-quality and is readily available to users and stakeholders. These decisions fall into three broad areas that mirror the role's primary purpose: FMIS data integrity and business process, management financial reporting, and system training, documentation and upskilling.

Key Responsibilities/Accountabilities:

1. FMIS Data Integrity & Business Process

- Working with the Chief Financial Systems and the Technology One support arrangements to ensure that the FMIS modules are working correctly, the system is stable and reliably delivered to all users.
- Providing oversight of FMIS system administration and, through training and supervision of system administrators, support to all users.
- Working closely with the Chief Accountant, ensure all system-based reconciliations are robust and completed to schedule, including monthly reconciliation of Accounts Payable and Accounts Receivable subledgers to the General Ledger.
- Provide supervisory oversight of monthly General Ledger reconciliations across Treasury, facilitating with other Treasury Directors as required, and reporting reconciliation outcomes directly to the Chief Financial Systems.

2. Management Financial Reporting

- Report to the Chief Financial Systems and work closely with the Chief Accountant to improve financial information and compliance with Government Financial Instructions.
- Prepare and analyse periodic management accounts, budget variance reports and other financial reporting outputs to support informed decision-making by Treasury, the Chief Financial Systems and line agencies.
- Facilitating the compilation of the annual budget onto the FMIS and production of budget documentation.

3. Training, Documentation & Upskilling

- Provide day-to-day FMIS user support, maintaining a support/helpdesk log of issues raised, actions taken and resolution turnaround times.
- Ensure that the FMIS Manual and related Standard Operating Procedures are kept up to date, version-controlled, reliably stored and disseminated amongst users; develop and maintain a training calendar and materials for FMIS users.
- Other duties as directed by the Chief Financial Systems.

Qualifications and Experience:	
Qualifications/ Memberships:	• Graduate qualification in accounting, finance or business administration from a recognised university. • Membership of a recognised professional accounting body (e.g.

	CPA, FICA, CA) with a management or financial accounting specialisation is an advantage.
Experience:	• Minimum 5 years of experience in FMIS usage in public financial management; working knowledge of Technology One financials is an advantage. • Demonstrated experience performing and reviewing subledger-to-General Ledger reconciliations (e.g. Accounts Payable, Accounts Receivable, Bank) within an FMIS environment. • Proven experience preparing and reviewing management accounts, financial statements, budget preparation/variance analysis and other meaningful financial reporting outputs that meet Public Finance requirements, particularly using an FMIS.
Competencies:	• Demonstrated experience as a Team Leader and ability to mentor junior staff • Excellent communication skills that include the production of training materials and system documentation • Demonstrated ability to liaise, discuss and work effectively with Government officers, Senior staff of the Department and external technical Advisers.

Developed by: Department of Finance

Endorsed by: Mr Damon Adeang
Head of Department

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Date / /

Employee signature in agreement

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Date / /