

JOB DESCRIPTION

Benchmark Job #390

Ministry: Finance and Corporate Relations
Branch: Financial Services and Administration
Location: Victoria

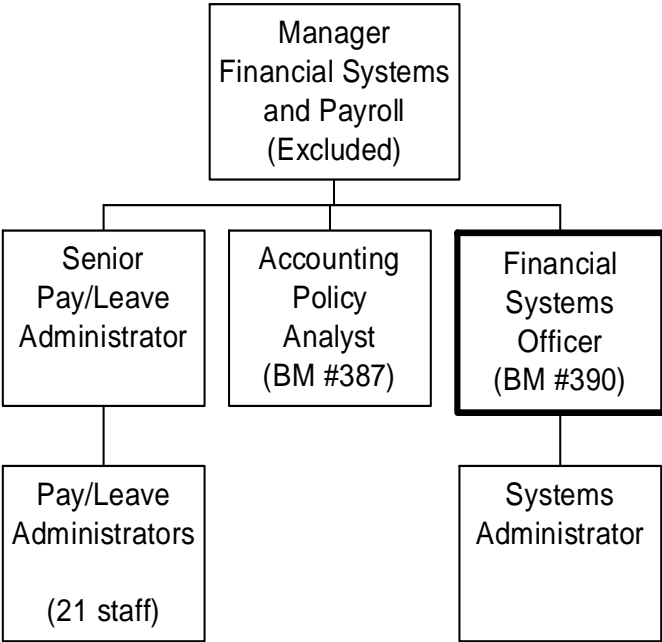
Working Title: **Financial Systems Officer**
Level: Range 21
Classification: Financial Officer

PRIMARY FUNCTION

To provide support for users of corporate financial processing and reporting systems and user interfaces, implement new or amended corporate financial systems including the Corporate Accounting System (CAS) and the Corporate Human Resource Information and Payroll System (CHIPS) for the Ministry and other supported entities.

JOB DUTIES AND TASKS

1. Identifies changes required by users, implements new or amended corporate financial systems and user interfaces
 - a. identifies and analyzes user requirements to address functionality deficiencies, new releases and end user input
 - b. reviews sophisticated systems specifications for corporate financial systems including the Corporate Accounting System (CAS) and Corporate Human Resource Information and Payroll System (CHIPS) to ensure that ministry-specific requirements are met, financial controls are incorporated at appropriate levels and solutions are implemented
 - c. develops, conducts and monitors acceptance plans to test changes
 - d. designs and prepares report specifications using various reporting and query tools
 - e. represents the ministry on various CAS and CHIPS Committees (e.g. CAS Change Management) to provide input on requirements and resolve problems
2. Provides operational and business application support
 - a. documents financial control problems with financial systems such as "rounding" problems and recommends and evaluates solutions
 - b. identifies systems changes and provides procedural solutions to ensure business continuity
 - c. assesses end user training requirements and delivers training
 - d. ensures service requests are resolved in a timely manner to meet customer service guidelines and response times
 - e. communicates information on corporate systems features and operational details by drafting bulletins for distribution by the Financial Policy Section and issuing E-mail bulletins to divisional financial managers and various financial system users
3. Leads projects to meet business, operational and production requirements
 - a. prepares project initiation documents, including identifying objectives, scope, timeframe, resources, scheduling and deliverables
 - b. chairs and organizes user groups to implement upgrades to financial reporting systems
 - c. ensures completion of all project tasks, such as technical reviews, data conversion, user acceptance testing and post-implementation reviews
4. Supervises staff (1FTE)
 - a. supervises a Systems Administrator, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
5. Performs other related duties
 - a. participates in and pilot tests corporate systems initiatives such as electronic commerce
 - b. generates reports of government-wide CHIPS and CAS data at the request of central agencies
 - c. develops spreadsheets and runs ad-hoc reports



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of financial systems management to provide user application support for Corporate Accounting System (CAS) and the Corporate Human Resource Information and Payroll System (CHIPS) and lead technical upgrade projects.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to complete a precise and all-inclusive review of sophisticated systems specifications for corporate financial systems such as the Corporate Accounting System (CAS) and Corporate Human Resource Information and Payroll System (CHIPS) to ensure that ministry-specific needs are met, financial controls are incorporated and solutions are implemented.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiating skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard to conduct acceptance tests, with some requirement for speed to meet project deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by corporate financial systems and policies, applies accepted work methods in a different way to provide application support for ministry users of Corporate Accounting System (CAS) and the Corporate Human Resource Information and Payroll System (CHIPS) and lead technical upgrade projects.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to implement changes to corporate financial processing and reporting systems on a ministry-wide basis, for approval by the Manager.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to initiate revisions and enhancements to CHIPS and CAS.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise one Systems Administrator and appraise employee performance. (1 FTE)	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well-being and safety in low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently read computer screens or source documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens or source documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 735

Level: Range 21