



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## JOB DESCRIPTION: SYSTEM ADMINISTRATOR – BUDGET SOFTWARE

### CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$38,557.21 - \$49,114.54
3. **Duty Station:** Suva
4. **Reporting Responsibilities:**
  - a. **Reports To:** Head of Budget
  - b. **Liases with:** Internal Staff; Consultant and key Stakeholders on matters related to Budget Software
  - c. **Subordinates:** Assistant Systems Administrator

### POSITION PURPOSE

The Budget System Administrator is responsible for the overall administration, configuration, maintenance, and support of the Budget system. This role ensures system integrity, user access management, data accuracy, and optimal performance to support financial planning, budgeting, and reporting needs. The administrator will work closely with Finance, IT, and department stakeholders to manage workflows, troubleshoot issues, implement system enhancements, and provide user training.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties.

#### System Administration & Maintenance

1. Manager user accounts, roles, permission and security setting within the Budget System.
2. Configure and maintain system parameters, workflows and approval processes.
3. Perform regular system monitoring, troubleshooting and error resolution; and
4. Ensure system integration with ERP/financial systems and other platforms remain functional.

#### Budgeting & Reporting Support

1. Support Ministries & Departments in budget preparation using the Budget System.
2. Maintain and update budget structures, accounts and reporting hierarchies; and
3. Generate, validate and distribute reports as required.

#### Enhancement & Upgrades

1. Coordinate with Budget System support for patches, upgrades and new feature implementation.
2. Conduct system testing, validation and documentation; and

3. Recommend and implement system improvements to enhance useability and efficiency.

### **Training & User Support**

1. Serve as the primary point of contact for system-related inquiries and issues.
2. Provide training and guidance to end users, ensuring proper system usage; and
3. Develop and maintain system documentation, manuals and training materials.

### **Governance & Compliance**

1. Ensure data integrity, accuracy and compliance with financial policies and legislation.
2. Maintain audit trails and support internal/external audit requests related to the Budget System; and
3. Establish and enforce system administration best practices.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effectively and timely management of budget software and appropriately manage the software within Budget Division and liaison with other ministries/departments
2. Timely and accurate delivery of services that support customer/stakeholders' requests and/or requirements, compliant with standard operating procedures
3. Internet connectivity and accessibility is operational, and the speed meets the required standards
4. Timely and appropriate supervision of staff activities and performance that support the achievement of expected outcomes in individual work plans

### **PERSON SPECIFICATION**

In addition to bachelor's degree or equivalent experience in Computer Science Information Technology or similar field of study the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 3 - 5 years' demonstrated experience managing IT operations and systems requirements;
2. Experience developing responsive, accessible and standards-compliant websites
3. Good knowledge of Structured query language (SQL) and database design;
4. SQL Server Reporting Services (SSRS) Report Builder and/or Power (business intelligence) BI would be an asset;
5. Enterprise systems configuration and management;
6. Expertise in Excel;
7. Project Management skills;
8. Experience extracting data from, and import data to, the legacy system (such as Infor Financial Management Information System database) is a plus;
9. Knowledge and experience in software testing, systems/ data backup and contingency planning;
10. Experience with security role and permissions configuration
11. Understand technical design specifications including internet and client/server architectures; and

12. Experience with API or flat file data integrations would be an asset
13. Knowledge on data privacy practices and laws.

### **Skills and Abilities**

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

### **Personal Character and Eligibility**

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants