



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: PRINCIPAL BUDGET ANALYST – SOCIAL SERVICES SECTOR

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: [\$43,296.63 - \$55,508.50]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Manager, Social Services Sector
 - b) **Liases with:** Ministry staff, Agency staff, Multilateral Agencies, Donors and other stakeholders
 - c) **Subordinates:** 2

POSITION PURPOSE

The position provides support in overseeing the day-to-day operations of the Social Service Sector including policy analysis, monitoring of projects and programmes, processing, monitoring and reporting on budget expenditure and the formulation of national documents such as the Development Plan and Annual Budget to ensure that the budgetary processes are implemented within the set financial regulations and Ministry's guidelines.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Provide sound economic and financial policy advice to Permanent Secretary and Minister for Finance, and other stakeholders;
2. Ensure successful implementation of all phases of the Budget Process through appropriate coordination and consultation with sector agencies, including statutory bodies;
3. Draft policy and cabinet papers and vet subordinate comments on policy and cabinet papers received from sector agencies, including statutory bodies;
4. Ensure the successful implementation of the current year's budget through timely processing of requisitions and additional funding requests, close coordination with sector agencies, monitoring of operational and capital expenditure to produce performance and financial reports and addressing implementation challenges as they arise;
5. Ensure the effective implementation of the National Development Plan through regular monitoring of policies and strategies and preparation of other national documents;
6. Represent the Ministry at various meetings and consultative forums and undertake awareness on the Budget, including information dissemination to other government agencies and stakeholders outside government and responding to accounts and audit queries relating to the sector;
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Coordination and consultation conducted to a standard that enables successful implementation of all phases of the Budget Process.
2. Policy papers and cabinet papers vetted and prepared in alignment with required standards.

3. Budget awareness in government agencies improves year on year.

PERSON SPECIFICATION

In addition to a Post Graduate Degree (or equivalent) in Economics, Finance, Accounting, Commerce or a related discipline, from a recognised institution (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years of experience and exposure in policy planning, budget preparation and implementation in any government agency and/or large national or international corporate organisation;
2. Working experience of managing and mentoring subordinates;
3. Practical working experience of conducting analytical data interpretation in order to provide high level policy and budget related advice;
4. Sound knowledge of Fiji's economy, national policies, machinery of government and associated development challenges and opportunities;
5. Understanding of the need for sensitivity and creativity when implementing needed change in a diverse organisation;
6. Understanding of the Fijian Constitution (2013) and applicable financial legislation.

SKILLS AND ABILITIES

1. Excellent interpersonal and written and verbal communication skills with the capacity to represent the Ministry and Government effectively in national, regional and international forums and to interact and build strong network with stakeholders at all levels;
2. Demonstrated ability to work cooperatively within a team environment with highly skilled interdisciplinary staff in a multicultural environment;
3. Ability to meet set deadlines while working under pressure and undertaking multiple tasks;
4. Capacity to utilise computer programs to support daily operations; and
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER

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