



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

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## JOB DESCRIPTION: Senior Budget Analyst - General Administration Sector

### CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: \$32,038.10 - \$40,429.04
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Manager General Administration
  - b) **Liaises with:** Ministry staff, General Administration Sector, Miscellaneous Services and Pensions, Gratuities and Compassionate Allowances Agency staff, Multilateral Agencies, Donors and other stakeholders
  - c) **Subordinates:** NIL

### POSITION PURPOSE

This position supports the day-to-day operations of the General Administration Sector, Miscellaneous Services and Pensions, Gratuities and Compassionate Allowances by assisting in policy analysis, monitoring projects and programmes, processing, monitoring and reporting on budget expenditure and supports the formulation of national documents, such as the National Development Plan and the Annual Budget, to ensure that the budgetary processes are implemented within the set financial regulations and Ministry 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 quality advice on Government expenditure policy and assist in the formulation and development of policy papers.
2. Contribute to the successful formulation, implementation and monitoring of Government's Annual Budget.
3. Contribute to the effective implementation of National Development Plan and other Government policy initiatives through regular monitoring of policies and strategies.
4. Undertake regular site visits and inspections to projects.
5. Assist in the provision of technical input into presentations, ministerial statements, parliamentary responses, press releases and speaking notes.
6. Participate in various meetings and consultative forums and undertake awareness on the budget, including dissemination of information to other government agencies and stakeholders.

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 the successful implementation of all phases of the budget process within agreed time.
2. Policy papers prepared and comments on the cabinet papers are aligned to required standards and within agreed time.
3. Budget awareness in Government agencies improves year after year.

### **PERSON SPECIFICATION**

In addition to a Degree (or equivalent) in Economics, Finance, Accounting or Commerce 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 3 years of experience and exposure in policy planning, budget preparation and implementation in any public sector or large corporate organisation;
2. Practical working experience of conducting analytical data interpretation in order to provide high level policy and budget related advice;
3. Sound knowledge of Fiji's economy, national policies, machinery of government and associated development challenges and opportunities;
4. Understanding of the need for sensitivity and creativity when implementing needed change in a diverse organisation; and
5. 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. Ability to meet set deadlines while working under pressure and undertaking multiple tasks;
3. Demonstrate ability to plan and organise activities, projects and work cooperatively within a team environment;
4. Capacity to utilise computer programs to support daily operations; and
5. Service oriented approach, with a commitment to supporting the operational and 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