



MINISTRY OF FINANCE

JOB DESCRIPTION: SENIOR BUDGET ANALYST – SOCIAL SERVICES SECTOR

CORPORATE INFORMATION

1. Position Level: Salary Band G
2. Salary Range: [\$32,999.24 - \$41,641.91]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Manager - Social Sector
 - b) **Liaises with:** Ministry staff, Social Services Agency staff, Multilateral Agencies, Donors and other stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

The incumbent will be engaged in the day-to-day operations of the Sector, which includes policy analysis, monitoring of projects and programmes, processing and reporting of budget expenditure and the formulation of the national budget.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Ensure the successful implementation of all phases of the annual budget process, from budget formulation, submission, assessment, finalisation/production, and Parliamentary phase, through proper coordination and consultation with social sector agencies, including statutory bodies.
2. Assess and provide comments on policy papers, Cabinet papers, virement and funding requests from social sector agencies, including statutory bodies.
3. Coordinate with agencies on annual budget utilisation, monitor operational and capital expenditure, and address implementation challenges and risks.
4. Conduct site visits of the sector's projects and provide briefs/updates to management.
5. Ensure effective implementation of the National Development Plan through regular monitoring of policies, strategies, and achievement of Key Performance Indicators (KPIs).
6. Represent the Ministry of Finance at various meetings and consultative forums, including those organised by the Ministry.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Successful implementation of all phases of the budget process within the agreed timeframe.
2. All relevant policies, papers, reports, speeches, briefings are compiled or developed, endorsed, and successfully submitted or implemented within agreed timeframes, ensuring compliance with relevant financial legislation and regulations.
3. Effective stakeholder partnerships through the timely delivery of advice, policy updates, and process updates that support the achievement of the Ministry objectives.

PERSON SPECIFICATION

In addition to a Degree 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 Government agency or a large organisation;
2. Possess sound knowledge of Fiji's economy, national policies, government machinery and associated development challenges and opportunities;
3. Possess sound knowledge of Government financial processes and procedures, financial regulations and laws; and
4. Able to represent the Ministry and Government effectively in national, regional and international forums
5. Understanding of the Fijian Constitution (2013) and applicable financial legislation and regulations.

SKILLS AND ABILITIES

1. Ability to provide advice on issues affecting government policies and/or the implementation of the government budget;
2. Possess analytical and data interpretation skills;
3. Ability to exercise sound judgement, sensitivity and creativity to changing needs and situations;
4. Be a team player with proven ability to work with highly skilled interdisciplinary staff in a multicultural environment;
5. Ability to interact and build strong network with stakeholders at all levels;
6. Ability to work under pressure, undertake multiple tasks and meet stringent timelines; and
7. Excellent written and verbal communication skills with high proficiency in technology use, in particular Microsoft Office applications (Word, Excel and PowerPoint).

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