



MINISTRY OF FINANCE

JOB DESCRIPTION: BUDGET ANALYST –GENERAL ADMINISTRATION SECTOR

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$24,989.57 - \$31,534.46
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Manager General Administration
 - b) **Liaises with:** Ministry staff, 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 Sectors, which includes assisting in policy analysis, monitoring of projects and programmes; processing, monitoring and reporting on budget expenditure; and support the formulation of national documents such as the National Development Plan and Government's National Budget.

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. Assist in the provision of quality advice on Government expenditure policy and formulation and development of policy papers.
2. Assist in the formulation, implementation and monitoring of Government's Annual Budget and ensure that the budgetary processes are implemented within the set financial regulations and Ministry's guidelines.
3. Assist in the monitoring of the National Development Plan and other Government policy initiatives.
4. Undertake regular site visits and inspections on Sector projects.
5. Participate in various meetings and consultative forums and assist in Budget Awareness, including dissemination of information to other government agencies and stakeholders.
6. 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 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 2 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. Ability to analyse and solve problems with practical solutions.
2. Well versed in MS Office applications including PowerPoint, Word and Excel.
3. Demonstrated ability to work independently and seek guidance when needed.
4. Demonstrated ability to multi-task without loss of quality in output delivery.
5. Good oral and written communication skills.
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

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