MINISTRY OF FINANCE

ROLE/JOB DESCRIPTION: Manager Budget Systems and Process Improvement

CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: $66,493.04 - $84,699.48
3. Duty Station: Suva
4. Reporting Responsibilities:
    a) **Reports To**: Head of Budget
    b) **Liaises with**: Ministry staff, Government Ministries, international organisations, Bilateral and Multilateral Donors
    c) **Subordinates:** 2

POSITION PURPOSE

The Manager of Budget Systems and Process Improvement will lead the evolution of the financial planning infrastructure. This position will be responsible for the administration, optimization, and scaling of the budgeting software and the redesign of end-to-end financial processes. The goal is to eliminate manual bottlenecks and improve data integrity.

The position will lead the effective implementation and management of the Government's Budget Software System, ensuring it supports accurate, timely, and transparent budget preparation, execution, and reporting in line with financial policies and reforms.

KEY RESPONSIBILTIES

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

1. Oversee the implementation, administration, and the management of the Budget Software System, ensuring the system supports the full budget cycle, including budget preparation, submission, consolidation, approval, and reporting.
2. Coordinate with ministries, departments, and agencies to ensure accurate, timely, and compliant budget data entry.
3. Manage system upgrades, enhancements, and integration with other financial management systems (e.g. FMIS, payroll, procurement).
4. Develop, maintain, and enforce system policies, procedures, and user access controls, including the leadership and technical guidance to the budget software team.
5. Plan and conduct user training, capacity building, helpdesk support for system users, monitor system performance, data integrity, and security, and address system issues promptly.
6. Liaise with software vendors, IT units, and external consultants on system support and development, including the preparation of system-related reports, analytics, and dashboards to support management and policy decision-making.

7. Ensure compliance with government financial regulations, budget circulars, reporting standards, support budget reforms, automation initiatives, and continuous improvement of budget processes.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ability to provide strategic leadership and ensure the Budget Software System reliably supports the entire government budget process without disruption.

2. Successful and timely delivery of budget cycles, with clear accountability for system readiness, coordination across ministries, and resolution of high-level issues.

3. Assessment will be based on governance and compliance outcomes, including strong system controls, data integrity, cybersecurity oversight, and the absence of major audit findings.

4. Effective management of stakeholders and vendors, ensuring clear communication, service level compliance, and alignment of system enhancements with budget reforms.

5. Results based on team leadership and resource management, including staff performance, capacity development, and efficient use of financial and technical resources to deliver agreed outcomes.

PERSON SPECIFICATION

In addition to Masters Degree in Information Systems, Business Administration, Accounting or similar field of study from a recognized institution [or equivalent relevant experience] the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 10-13 years of experience in managing accounting functions with some knowledge of Financial information System in a large organization with 5-7 years of experience in management role.

2. Sound knowledge of government budgeting processes and public financial management, including the full budget cycle, financial regulations, and compliance requirements.

3. Requires knowledge of budget software systems or FMIS, including system governance, data integrity, access controls, MS Office and system integration, as well as experience overseeing system upgrades and vendor support.

4. Proven experience in managing teams, leading system operations or reforms, and coordinating with multiple stakeholders at senior level is essential, together with strong analytical, reporting, and problem-solving skills.

SKILLS AND ABILITIES

1. Strong leadership and management skills, with the ability to provide strategic direction, supervise teams, and manage performance to achieve organisational objectives.
2. Excellent analytical and problem-solving abilities are essential, including the capacity to interpret financial and system data, identify risks or gaps, and make sound, timely decisions at a managerial level.
3. Strong communication and stakeholder engagement skills, enabling effective coordination with senior management, ministries, IT units, and external vendors.
4. Well-developed planning and organisational skills are necessary to manage competing priorities, meet critical budget timelines, and oversee system upgrades and reforms.
5. Ability to drive change and continuous improvement, including managing system enhancements, supporting budget reforms, and building user capacity across government.

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.