



MINISTRY OF FINANCE & THE PUBLIC SERVICE
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Budget Execution and Expenditure Control Analyst
CURRENT JOB GRADE:	GMG/SEG 3
POST NUMBER	1378
DEPARTMENT/DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Budget Planning, Preparation and Management
UNIT/SECTION:	Budget Execution and Expenditure Control
SUPERVISION RECEIVED FROM:	Senior Director, Budget Execution and Expenditure Control
NATURE OF SUPERVISION:	Direct
SUPERVISION GIVEN TO:	a) DIRECTLY: N/A b) INDIRECTLY: N/A

1. JOB PURPOSE

Under the general direction of the Senior Director Budget Execution and Expenditure and Control, the Budget Execution and Expenditure and Control Analyst is responsible for preparing monthly voted and statutory warrants, analysing requests for the release of budgeted resources to ministries, departments and agencies (MDAs) against their monthly and quarterly cash flow ceilings, taking into account, inter alia, overall warrant ceilings and government policy priorities; determining the feasibility of requests for warrants and making recommendations regarding the actions to be pursued in response to the requests.

2. STRATEGIC OBJECTIVES

- To ensure that warrants are allocated within the limits of the approved ceilings for the purposes intended/authorized by Parliament;
- To ensure timely preparation of warrants for review and sign-off by the Senior Director Budget Execution and Expenditure Control;
- To ensure the efficient allocation of cash resources across ministries, departments and agencies (MDAs) that will facilitate the effective implementation of programmes
- To ensure the efficient allocation of cash resources across MDAs to facilitate the effective delivery of public services;
- Monitoring the Accountant General reports on the release of cash to MDAs against warrants and balances in the Central Payment Accounts to inform decision-making;

3. KEY OUTPUTS

- Voted Capital, Recurrent and Statutory non-debt warrants that authorizes withdrawal of funds from the Consolidated Fund for spending by MDAs;
- Statutory warrants that authorize withdrawal of funds from the Consolidated Fund for debt service payments on interest and amortization;
- Warrant instructions that communicate the purpose of the warrants have been approved to the Accountant General and MDAs;
- Special Clearing and Negative warrants, as required,
- Negative warrants, as required
- Warrant Schedules that indicate the purposes for which warrants are approved;
- Consolidated Schedule of MDAs direct payments for execution by the Accountant General;

4. PERFORMANCE STANDARDS (how success will be measured)

- Voted Capital, Recurrent and Statutory non-debt warrants to authorize withdrawal of funds from the Consolidated Fund for spending by MDAs, are prepared in a timely manner;
- Statutory warrants to authorize withdrawal of funds from the Consolidated Fund for debt service payments on interest and amortization, are prepared in a timely manner;
- Warrant instructions indicating the purpose of approved warrants are prepared and disseminated in timely manner;
- Special Clearing and Negative warrants are prepared as required according to established standards of quality timeliness and accuracy,

- Negative warrants are prepared as required according to established standards of quality timeliness and accuracy,
- Warrant Schedules indicating the purpose of the approved warrants are prepared for each warrant according to established standards of quality timeliness and accuracy,
- Consolidated Schedule of MDAs direct payments for execution by the Accountant General;

5. JOB DUTIES & RESPONSIBILITY

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- 1) Analyses warrant requests for Non-debt voted and statutory Recurrent and Capital warrants submitted by Budget Preparation and Management Analysts to ensure consistency with MDAs budget implementation plan and cashflow projections ;
- 2) Prepares Non-debt voted and statutory warrants that are aligned with MDAs cash requirements and consistent with the approved spending ceilings provided by the Senior Budget Execution and Cash
- 3) Prepares warrants to cover all approved expenditure advances provided to MDAs prior to the end of the financial year;
- 4) Prepares Statutory warrants to authorize payment of the Public Debt (Interest and Amortisation) in accordance with the guidance provided by the Senior Budget Execution and Expenditure Control Analyst;
- 5) Prepares Supplemental voted and statutory warrants as required by the Senior Director
- 6) Prepares Clearing Warrants following the passage of Supplementary Estimates , as required
- 7) Prepares No-Cash Consolidated Fund warrants as required
- 8) Prepares warrants authorized under section 117 (3) (4) of the Constitution. as required

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES

N/A

7. AUTHORITY (decisions you have the power to make or recommend)

N/A

8. RESOURCES MANAGED (budget, purchases, other assets)

N/A

9. CONTACTS (Liaises with)

Internal

<i>Contact</i>	<i>Purpose</i>
Senior Director	Direct Reporting
Senior Budget Execution and Expenditure Control Analyst	Spending ceilings; statutory abd voted warrant execution status reports
Budget Preparation and Management Analysts	MDAs warrant proposals
MOFPS Debt Management Unit	Public Debt warrant proposals
Finance & Accounts Division, MOFPS	Contingency advances.

External

<i>Contact</i>	<i>Purpose</i>

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- Master's degree in Accounting, Finance, Public Sector Management, Economics or related field with 3 years in a related financial management role ; or
- BSc degree in Accounting, Finance, Public Sector Management, Economics or related field with 4 years in a related Financial Management role

SPECIFIC KNOWLEDGE & SKILLS

- Knowledge of budgeting and financial management;
- Sound knowledge of the Government of Jamaica (GoJ) planning and policy setting process;
- Knowledge of the Public Sector environment and the machinery of Government;
- Extensive experience in Government accounting and fiscal operations;
- Strong analytical skills;
- Sound knowledge of computer applications;
- Possess excellent written and oral communication skills;
- Possess and exercise high integrity and ethical standards;
- High attention to detail.

COMPETENCIES

- Problem Solving and Analysis – Possess the ability to identify and analyze work related; problems and generate innovative or appropriate solutions;
- Communication – Possess excellent written and oral communication skills;
- Initiative – Ability to exercise initiative and sound judgment;
- Integrity – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner;
- Interpersonal Skills – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in government;
- Time Management – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Working under pressure of deadlines
- Managing multiple complex assignments
- Required to work outside of normal working hours
- Frequent meetings