



**CIVIL SERVICE OF JAMAICA
MINISTRY OF FINANCE & THE PUBLIC SERVICE
JOB DESCRIPTION AND SPECIFICATION**

PROPOSED JOB TITLE:	Budget Preparation and Management Analyst
JOB GRADE:	FMG / PA 3
POST NUMBER	1375
DEPARTMENT/DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Budget Planning Preparation and Management
REPORTS TO:	Senior Director Budget Preparation and Management
MANAGES:	Directly: N/A Indirectly: N/A

1. JOB PURPOSE

Under the general direction of the Senior Director Budget Preparation and Management (BPM), the Budget Preparation and Management Analyst is responsible for preparing the recurrent and capital expenditure budgets of assigned ministries departments and agencies and budget funded public bodies, ensuring that: budgets proposed for approval are aligned with the accompanying Corporate/Operational plans and with the priorities of the government; are consistent with the approved expenditure ceilings; managing the flow of resources to facilitate effective budget execution of the expenditure budget during implementation; and using monitoring and evaluation data/information to inform actions recommended during the fiscal year to maintain or adjust the MDAs expenditure budgets

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- 1) To develop medium term capital and recurrent forward spending estimates budget

for assigned MDAs and ensure their alignment with government's medium term strategic priorities and the projected resource envelop;

- 2) To ensure that performance information (input, output, efficiency and outcome) are incorporated in the medium term results-based expenditure budgets, of assigned MDAs;
- 3) To review the Strategic/Operational plans of assigned MDAs and ensure that In-Year updating is done, commensurate with any policy changes or adjustments in the expenditure budget;
- 4) To ensure that budgetary/expenditure concerns related to assigned MDAs are addressed in a timely manner;
- 5) To collaborate with assigned MDAs in preparing annual and adjusted cash flow forecasts that accurately reflect the level and timing of cash required to support implementation of their strategic/operational plans of MDAs, while ensuring that funds are released for the purposes intended by parliament;
- 6) To collaborate with M&E Project Analysts to arrive at the optimum warrant allocations required to facilitate timely and efficient warrant allocation for public investment projects of assigned MDAs;
- 7) During budget implementation, to utilise actual performance information supplied by Monitoring and Evaluation to inform decisions regarding allocation of budgeted resources to assigned MDAs;
- 8) To provide for assigned MDAs, all required In-Year budget/expenditure outturn projections and analysis informed by actual physical and financial performance data derived from expenditure reviews and monitoring and evaluation reports;
- 9) To prepare for approval when required, the annual Estimates of Expenditure including the Capital Budget, Supplementary Estimates and Final Supplementary Estimates of assigned MDAs;
- 10) Prepare when required, information required to support preparation of budget Call ceilings of assigned MDAs, for approval
- 11) To provide accurate, timely and relevant information to support preparation of the annual Citizen's Guide to the Expenditure Budget and the Fiscal Policy papers;
- 12) To provide sound technical comments/recommendations in respect of assigned MDAs to support the decision-making of the Senior Director;
- 13) To ensure that accurate Annual/Quarterly/Monthly/Periodic Reports are prepared as required;

3. KEY OUTPUTS

- 1) Medium term capital and recurrent forward spending estimates for assigned MDAs that are aligned with government's medium term strategic priorities and

the projected resource envelop;

- 2) Strategic/Operational plans of assigned MDAs that are updated to reflect any In-Year policy changes or adjustments to the expenditure budget;
- 3) Medium term results-based expenditure budgets of assigned MDAs that incorporate performance information (input, output, efficiency and outcome);
- 4) Timely consideration that is given to budgetary/expenditure concerns of assigned MDAs;
- 5) Annual and adjusted cash flow forecasts that are prepared in collaboration with assigned MDAs and accurately reflect the level and timing of cash required to support implementation of their Strategic Plans;
- 6) Optimal warrant allocations to facilitate timely and efficient warrant allocation for public investment projects of assigned MDAs that are prepared in collaboration with inputs from M&E Project Analysts;
- 7) Allocation of warrant resources to assigned MDAs during budget implementation that is informed by actual performance information obtained from Monitoring and Evaluation;
- 8) Required In-Year expenditure recommended adjustments and analyses that are informed by actual physical and financial performance data derived from expenditure reviews and monitoring and evaluation reports;
- 9) Proposed annual Estimates of Expenditure, Supplementary Estimates and Final Supplementary Estimates of assigned MDAs, that are timely and accurately prepared;
- 10) Appropriate information that is required to support preparation of the Budget Call ceilings of assigned MDAs;
- 11) Accurate, timely and relevant information that is provided to support preparation of the annual Citizen's Guide to the Expenditure Budget and the Fiscal Policy papers;
- 12) Sound technical comments/recommendations that is provided to support the decision-making of the Senior Director in matters related to assigned MDAs;
- 13) Accurate, and timely Annual/Quarterly/Monthly/Periodic Reports that are prepared as required;

4. PERFORMANCE INDICATORS (how success will be measured)

- 1) Medium term capital and recurrent forward spending estimates for assigned MDAs are aligned with government's medium term strategic priorities and the projected resource envelop;
- 2) Strategic/Operational plans of assigned MDAs are updated to reflect any In-Year policy changes or adjustments to the expenditure budget;
- 3) Performance information (input, output, efficiency and outcome) are incorporated in the medium term results-based expenditure budgets of assigned MDAs;
- 4) Timely consideration is given to budgetary/expenditure concerns of assigned MDAs;
- 5) Annual and adjusted cash flow forecasts are prepared in collaboration with assigned MDAs and accurately reflect the level and timing of cash required to support implementation of their Strategic Plans;
- 6) Optimal warrant allocations to facilitate timely and efficient warrant allocation for public investment projects of assigned MDAs are prepared in collaboration with inputs from M&E Project Analysts;
- 7) Allocation of warrant resources to assigned MDAs during budget implementation is informed by actual performance information obtained from Monitoring and Evaluation;
- 8) Required In-Year expenditure recommended adjustments and analyses that are informed by actual physical and financial performance data derived from expenditure reviews and monitoring and evaluation reports;
- 9) Proposed annual Estimates of Expenditure, Supplementary Estimates and Final Supplementary Estimates of assigned MDAs, are timely and accurately prepared;
- 10) Appropriate information is required to support preparation of the Budget Call ceilings of assigned MDAs;
- 11) Accurate, timely and relevant information is provided to support preparation of the annual Citizen's Guide to the Expenditure Budget and the Fiscal Policy papers;
- 12) Sound technical comments/recommendations is provided to support the decision-making of the Senior Director in matters related to assigned MDAs;
- 13) Accurate, and timely Annual/Quarterly/Monthly/Periodic Reports are prepared as required;

5. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- 1) Prepares medium term results-based forward estimates of assigned MDAs within the approved expenditure ceilings and ensures alignment with the strategic priorities of government;
- 2) Ensures that performance information (input, output, efficiency and outcome) are incorporated in assigned MDAs medium term results-based expenditure budgets, at the level of programmes;
- 3) Prepares Supplementary Estimates for assigned MDAs that reflects in-year adjustments to the approved budget (revenue and expenditure);
- 4) Prepares Final Supplementary Estimates documents of assigned MDAs and ensures that the information accurately reflects only those changes that were not included in any prior supplementary estimates;
- 5) Conducts analyses of the costs associated with proposals for ongoing and new policies submitted during the budget process;
- 6) Conducts analyses and recommends the level of budgetary resources that are required to facilitate the effective implementation of assigned MDAs recurrent programmes;
- 7) Ensures that the pre-investment costs of public investment projects and the future recurrent costs of completed projects are fully incorporated within the operating budgets of assigned MDAs;
- 8) Reviews assigned MDAs request for virement within the Recurrent and Capital Heads of Estimates and make recommendations to the Director Budget Preparation and Management;
- 9) Conducts analysis of assigned MDAs current year and Baseline Forward Estimates for reasonableness in costs associated with delivering: (a) existing programmes at current service levels, and (b) expanding the scope of existing programmes;
- 10) Conducts feasibility analyses of options proposed by assigned MDAs for adjustments to current policies and make recommendations to Senior Director;

- 11) Provides relevant data to support the updating of Fiscal Policy Papers which that are tabled in Parliament in September and February of each fiscal year;
- 12) Provides guidance to assigned MDAs in preparing detailed and realistic implementation and cashflow plans, driven by the budget taking account of the timing of payments and payment obligations based on commitments during the fiscal year;
- 13) Works closely with assigned MDAs to develop their annual budget implementation and cash flow plans to ensure accuracy and consistency with their budgets as approved by the parliament;
- 14) Assesses requests from assigned MDAs for warrant allocations and cash requirements and recommends the sums that will support the continued implementation of recurrent and capital programmes;
- 15) Monitors assigned MDAs expenditure at the stage of commitment and actual payments to ensure that the funds are being used according to plan and to inform decision-making for future warrant allocations;
- 16) Monitors expenditure financed by grants including donations and in-kind contributions to ensure that that they accounted for in the budget;
- 17) Contributes to the Division's review of Cabinet Submissions taking into consideration the cost of government policies and programmes and current and future budgetary implications.
- 18) Reviews and proposes future budgetary needs supported by evidence-based analyses and data.
- 19) Uses performance monitoring reports to contributes to assessing portfolio budget implementation during the periodic expenditure reviews conducted by the Senior Director;
- 20) Consults with the Project Implementation Monitoring analysts to clarify the requirements for public investment projects during budget implementation;
- 21) Advises Senior Director on the likely budgetary needs of each assigned MDAs, and the appropriate priority of these needs;
- 22) Prepares briefs on assigned MDAs to inform the Senior Director during discussions/negotiations to determine final budget submissions;

- 23) Liaises closely and continuously with assigned MDAs to develop expert and in-depth understanding and knowledge of their physical and financial operations, policy priorities and strategic objectives;

Management/Administrative Responsibilities

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and conduct presentations as required.
- Organizes training and conduct coaching sessions, where necessary
- Maintains appropriate record-keeping of information submitted by MDAs..

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual Customer Service reports in accordance with established standards.

Authority

- Provides advice to MDAs on likely available cash flow;
- Advises and recommends prioritization of MDAs' cash flow needs.
- Advises stakeholders on GOJ Expenditure Budget/process

Other Responsibilities: N/A

6. RESOURCES MANAGED (budget, purchases, other assets) N/A

7. CONTACTS (Liaises with):

Internal

Contact	Purpose
Senior Director Budget Preparation and Management (BPM)	
Director Budget Preparation and Management	Direct Reporting
Budget Execution and Control Analysts	Submitting MDAs annual/quarterly/monthly cash flow requests and ad hoc cash advances; providing justifications for warrant requests; reporting on MDAs actual cash balances;
Monitoring and Evaluation Analysts	liaising on MDAs actual performance information to inform capital and recurrent budget preparation/expenditure adjustments and warrant allocations;
PSIP Coordination Analysts	Sharing of status information on public investment projects at pre-investment and implementation stages; collaborating on reports for tabling in Parliament;
EMD/ International Programme Management Branch	Liaises on grants/donations from multilateral/bilateral donors to support MDAs expenditure;
PXPC Analysts	Liaises on financial and other policies, systems, and other relevant matters.

External

Contact	Purpose
Accounting Officers of portfolio MDAs	liaising on matters of policy; mandates; budget priorities; budget reviews
Principal Financial Officers, Budget Directors, Programme and Project Managers of portfolio MDAS	Capacity building; budget preparation; expenditure status, project and programme implementation and funding

8. MINIMUM REQUIREMENTS TO START**QUALIFICATIONS & EXPERIENCE**

- Master's degree in Accounting, Public Sector Management, Development Studies or related field with 3 years' experience in a related financial management role; or

- BSc degree in Accounting, Management Studies, Economics or related field with at least 4 years in a related financial management role;

SPECIFIC KNOWLEDGE & SKILLS

- Knowledge of public expenditure budgeting and financial management;
- Knowledge of the GoJ planning and policy setting process;
- Knowledge of the Public Sector environment and the machinery of Government
- Experience in government accounting and fiscal operations.
- Strong research and 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/ focus

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.

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

- Working conditions with numerous critical deadlines
- Managing multiple complex assignments
- Required to work abnormal working hours
- May be required to travel both locally and overseas on official work related business