



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Principal Budget Officer

MINISTRY: Finance & Treasury

DIVISION: Budget Unit

DUTY STATION: MoFT Headquarter

POSITION NUMBER (HRMIS): 273-00373

MINISTRY VACANCY NUMBER:

POSITION LEVEL: 8/9

SALARY RANGE: \$54,414.22 - \$67,273.70

THIS POSITION REPORTS TO: Chief Budget, Monitoring and Reporting

POSITIONS SUPERVISED: N/A

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury plays a significant role in supporting the Government of Solomon Islands in financial and economic decision-making processes, implementing good governance practices, and ensuring essential services are delivered to the people of Solomon Islands.

The Budget Unit supports the Ministry of Finance and Treasury to do this by leading the formulation and monitoring of the national annual budget process, providing financial advice on proposals with financial implications, budget reviews, and expenditure reports, designing and coordinating PFM Reforms, including the development of budget regulations and systems.

This position will contribute to the corporate functions and objectives of this Ministry and in compliance with the Public Financial Management Act 2013, through collating and providing timely fiscal and expenditure data sets with the goal to discover useful and quality information for the publication of expenditure reports and ensure that relevant analysis and analytical products are made available for Government to make informed decisions and improve governance practices across Government.

SECTION C - KEY DUTIES

This position will contribute to the organizational functions and responsibilities by delivering successfully on the;

1. Preparation of public expenditure data for analysis and publication of expenditure reports,
2. Preparing of possible Supplementary Appropriation Budgets and bills,
3. Preparation of virements monthly reports and assisting in assessing and processing Virement applications, Advance Warrants, and Contingency Warrants.
4. Monthly monitoring of expenditures of Ministries against budget estimates and identifying major variances,
5. Review and report on reasons that instances of over expenditures have been incurred or exhausting of budget lines early in the year and provide recommendations to Management,
6. Undertake any other duties as reasonably required or directed by the Supervisor or Director Budget Unit.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

1. Regular reports and write-ups for consideration of Management, the 4 Ms, and the Governor General's Quarterly report, including the Final Budget Outcome Report and the Mid-Year Budget Update.
2. Efficient delivery of Supplementary Appropriation budget and bills.
3. Quality and efficient monthly virement reports provided and efficient assessment and processing of Virement applications, Advance Warrants, and Contingency Warrants.
4. Effective and efficient monitoring of expenditures of Ministries against budget estimates and identifying major variances.
5. Quality and quantity of briefings with Ministries on expenditures and review and provide report on reasons that instances of over expenditures have been incurred or exhausting of budget lines early in the year and provide recommendations to Management.
6. Quality and quantity completion of other duties as reasonably required or directed by the Supervisor or Director Budget Unit.
7. 100% attendance and compliance with the Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Degree in Accounting, business, economics, Public Finance, Management or a related field from a recognized tertiary institution or equivalent and experienced.

Desirable Qualifications

- Diploma in Accounting and Business Finance from SINU or other tertiary institutions.

Capabilities Required

- Analytical capabilities.
- Ability to work within a strict timeline.
- A broader understanding of PFM concepts and possible challenges in the Solomon Islands.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

KSC 1: Excellent knowledge and understanding or ability to quickly learn the laws and regulations, and financial instructions that govern the work of the Budget Unit.

KSC 2: Experience using computer applications particularly using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook software.

KSC 3: Have strong communication skills, including written English and oral communication.

KSC 4: Ability to summarize large datasets and economic information so that it is easy to understand for non-specialist audiences and to provide written reports from analysis and policy advice.

KSC 5: Able to work under excessive pressure with limited time constraints and maintain Integrity and honesty in all aspects of your work.

KSC 6: Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,092.85 - \$2, 587.45 Annual Salary: \$54,414.22 - \$67,273.70

Annual Leave entitlement: As per Public Service Policy

Other Conditions of Service relevant to this position:

- (A) Housing Allowance or access to the Public Service Rental Scheme
- (B) Other standard leave entitlements outlined in the General Orders for SIG Public Servants

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

14/6.....
Date **Approved**

Additional Comments:

Afame