



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Senior Budget Officer

**MINISTRY:** Ministry of Finance and Treasury

**DIVISION:** Budget Unit

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00372

**MINISTRY VACANCY NUMBER:**

**POSITION LEVEL:** 7/8

**SALARY RANGE:** \$48,063.39 - \$59,780.68

**THIS POSITION REPORTS TO:** Chief Budget Officer-Formulation and Reform

**POSITIONS SUPERVISED:** N/A

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury plays a significant role to support the Government of Solomon Islands in financial and economic decision-making processes, implementation of good governance practices, and ensure 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, by involving in the budget formulation, consultations, approval, and budget launch processes, ensuring compliance with the Public Finance Management Act 2013.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist in the annual budget planning and formulation process
2. Involve in the pre and post-budget consultations with line ministries during the budget formulation process.
3. Provide assistance during the assessment of annual budget submissions and provide feedback to line ministries.
4. Provide support to ministries in managing ongoing budget implementation.
5. Undertake any other duties as reasonably required or directed by 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. Annual Budget produced in accordance with the approved Budget timeline
2. Effective and Quality consultations conducted with ministries during pre and post-budget consultations.
3. Assessment of ministries' budget submissions done and feedback provided to ministries in a timely manner.
4. Ministries able to manage planned priorities for the given year with approved budget.
5. Quantity and Quality of duties completed as directed by the Supervisor or Director Budget Unit.
6. 100% attendance and compliance with the Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications and or Experience**

- Degree in Accounting, Economics, Public Finance, and Management or 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.
- Understanding of Public Finance Management (PFM) concepts and possible challenges in the Solomon Islands Public Service.

## **SECTION F - KEY SELECTION CRITERIA**

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

**KSC 1** Demonstrate ability to work within a strict timeline to ensure timely delivery of the Annual Budget.

**KSC 2** Demonstrate strong communication skills, both written English and oral communication.

**KSC 3** Ability to assess and summarise large data sets and budget proposals and provide timely feedback to implementing ministries.

**KSC 4** Ability to manage budget pressures ensuring expenditures are within the approved budget.

**KSC 5** Demonstrate ability to perform multi-tasking and willingness to perform duties as directed by Supervisors to full fill the Unit's functional mandate.

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

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,848.59 - \$2,299.26      Annual Salary: \$48,063.39 - \$59,780.68

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**

15/6  
.....  
**Date Approved**

*Additional Comments:*      Approve