

JOB TITLE: EXPENDITURE PLANNING & MANAGEMENT ANALYST I**JOB ID:** T0811**Old JOB Number:** 0**REPORTS TO:** SUPERVISING OFFICER**Date revised:** 2011-10-22**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To assist in the gathering, recording and analysis of information/data and the maintenance of databases relating to capital expenditures and revenue. To assist in the co-ordination of the Ministry's annual estimates of expenditure. To assist in the multi-year planning and other planning activities of the Expenditure Planning Management Unit.

KEY OUTPUTS:

- Monthly analysis of programme and the production of financial reports.
- Analysis of Vote Book Reports.
- Agency's Revised Programme Activity Structure.
- Multi-Year Plans and other Planning Documents.

RANGE OF ACTIVITIES:

- Assists with the preparation of the Ministry's annual estimates of revenue, current and capital expenditure and ensures that the budget figures are accurate.
- Assists Programme Directors and Heads of Departments/Unit in the preparation of cash flow releases and schedule of supplementary provision of capital expenditure.
- Liases with Programme Directors and Departmental Heads to obtain programme financial data and co-ordinates the receipt of budget data.
- Maintains data on the Votebook to obtain accounting reports. Co-ordinates the retrieval and distribution of programme reports produced by the AVB. Maintains Votebook system and troubleshoots problems that may occur with the system.
- To retrieve, compile or prepare information needed for the preparation of multi-year planning documents.
- To prepare business plans, workplans and quarterly reports for the Unit.
- Prepares all written communication between the Expenditure Planning Management Unit at the Agency and the Expenditure Planning Management Unit of other agencies.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Accounting, Business Studies, Economics or Public Administration/Management PLUS a minimum of six (6) years relevant financial/accounting experience at least two (2) years of which should be at a level not lower than an Accountant or equivalent grade.
- Computer Literacy and experience in using micro-computer along with the software packages (Windows, Spreadsheets, and word processing) would be an asset.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder will be responsible for the execution of decisions arising out of Agency Budget Committee meetings. Most activities that the job holder will engage in will directly impact the decisions of Programme Managers. The job holder will also be assisting supervising officer in developing alternatives and options for budget increases and decreases.

RESOURCE MANAGEMENT:

- The job holder is not a budget holder. The incumbent is responsible for monitoring the control of capital equipment, for example computers in their office.

COMMUNICATIONS: The job holder regularly communicates with the Deputy Permanent Secretary "Finance", Principal Assistant Secretary "Finance" and Programme Directors/Departmental Heads with regards to current releases, cash flow and adjustments, emergency financial needs and in relations to the overall control and disbursement of the programme finances.

WORKING CONDITIONS: Apart from the normal office conditions/environment, the incumbent is required to work frequently outside of the normal office hours during the preparation of the Annual Estimates of revenue and Expenditure of the Ministry.

PREPARED BY: SENIOR PERSONNEL OFFICER

CHECKED BY: PRINCIPAL PERSONNEL OFFICER