



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Budget Director

MINISTRY: Finance, Economic Development, Investment & Trade

DEPARTMENT: Budget Department

LOCATION: Grand Turk, at the discretion of the TCI Public Service the job may be relocated to another part of TCI.

JOB SUMMARY:

PURPOSE OF JOB:

Performs highly responsible professional and supervisory work in coordinating and monitoring the budgetary and purchasing activities. Work is reviewed through written reports, for the attainment of goals and objectives, and adherence to established policies and procedures. Work is performed under the administrative direction of the Permanent Secretary of Ministry of Finance

KEY DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities:

1. Plan and schedule the time frame for budget preparation and supervise the distribution of all budget materials.
2. Instruct and assist TCI Government (TCIG) departments and Ministries in compliance with established guidelines and completion of forms.
3. Evaluate submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.
4. Meet with various Ministries/departments to review work plans, goals, and objectives and purchasing needs as required.
5. Review inter-fund charges for completeness and accuracy.
6. Assist with the Turks and Caicos Islands budget presentation to the House of Assembly.
7. Review department agenda items requiring budget adjustments during the year.
8. Develop financial forecasting techniques through computer models.
9. Meet with TCIG auditors and other staff members as needed.





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10. Analyze reports of findings on revenue and expenditures; monitor and advise administration as to potential problems.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

11. Coordinate the dissemination of all budget materials for preparation, as well as the finished budget and the prior year's amended budget.
12. Prepare various monthly, quarterly and yearly reports, i.e.; the monthly reporting pack, quarterly financial reports, Financial Strategy Policy statement etc.

Supervisory Responsibilities:

13. Supervise employees assigned to the Budget functions.
14. Develop an Operating Plan for the Budget Department with objectives and performance standards that are results oriented and will support the realization of the objectives of the department in accordance with the overall objectives of the Department.
15. Develop and implement operational strategies and procedures to ensure that the Budget Department perform their operations effectively and efficiently, in accordance with the TCIG Public Financial Management Ordinance and Regulations.
16. Forecast the financial and manpower resources required to carry out the Operating Plan for the Department.
17. Adjust the Plan when the budget is approved and advise the PS Finance of those adjustments.
18. Monitor the expenditure of financial and manpower resources and make adjustments to plans as required.

Manage the Performance of staff:-

19. Ensure that annual performance objectives based on the Operating Plan for the department are prepared for each staff member at the beginning of each performance appraisal period.
20. Review reports on results to meet the objectives of the Department and take corrective action as required.
21. Ensure that annual employee assessments of performance against objectives are adequately completed for each staff member at the end of each performance appraisal period.
22. Ensure that training, equipment and accommodation required by the Department are delivered according to plan and resources are available.

Other

23. Adhere to all Public Service codes, rules and regulations.
24. Perform other related duties as assigned.





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MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

- Bachelor's Degree in Management or Business Administration, or equivalent education with (10) years related working experience, or
- Masters in Public Administration or equivalent education with five (5) years related working experience, and
- Professional qualification in Accounting required

Experience:

- Ten (10) years related working experience of which five (5) are at a senior level.

SALARY: Grade 11.3- \$106,486.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

