



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Budget Analyst

MINISTRY: Finance, Investment and Trade

DEPARTMENT: Budget Office

LOCATION: Grand Turk

JOB SUMMARY:

To provide rigorous analysis of expenditure proposals and make recommendations on expenditure prioritization to support the preparation by the Ministry of Finance of policy-based, medium-term budgets that contribute to the implementation of policy priorities in TCI.

KEY FUNCTIONS AND DUTIES

1. Review and analyze expenditure proposals and budget requests, including existing budget programmes, new high priority spending proposals and savings options against Government policy priorities.
2. Review and verify the accuracy and robustness of Ministry and Department expenditure estimates and proposed performance indicators and targets.
3. Consult with Ministries and Departments to clarify budget requests (including new high priority spending proposals and savings options)
4. Analysis of capital expenditure proposals and preparation of recommendations to the Minister of Finance and Government
5. Prepare recommendations on policy and expenditure priorities (consistent with Government policy priorities)
6. Prepare recommendations on budget ceilings for line Ministries and Departments in accordance with the Government's fiscal strategy and policy priorities.
7. Monitor public expenditure and update of budget and forward estimates of line Ministries and Departments.
8. Review and make recommendations on requests for special warrant, virements and supplementary appropriation bill
9. Consultation and liaison with Ministries and Departments regarding analysis of programme performance and budget performance.
10. Adhere to all Public Service codes, rules and regulations
11. Perform other related tasks as assigned.



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QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting/Finance/Economics/Management or Business Administration, or equivalent.
- Two (2) years related working experience.

SALARY: Grade 6.1 - \$45,992.00 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.

