

JOB DESCRIPTION

JOB TITLE:	Deputy Budget Director
MINISTRY/INSTITUTION:	Ministry of Finance, Investment and Trade
DEPARTMENT/DIVISION:	Budget Office
LOCATION:	Grand Turk, at the discretion of the TCI Public Service the job may be relocated to another part of TCI.
Reporting To:	Budget Director (Directly)

OBJECTIVE/PURPOSE OF THE ROLE:

To assist the BD to lead and manage the Budget Office in the preparation and implementation of fiscally responsible, policy-based, medium-term budgets that contribute to the achievement of TCI's economic and social priorities.

STATEMENT OF DUTIES AND RESPONSIBILITIES

Management Responsibilities

- Assist in planning the budget timetable and work plan.
- Assist in preparing the budget circulars, notifying budget entities of planning and budgeting requirements each year
- Collaborate in updating templates and guidance for the budget submissions and business plans, as well as monthly statements.
- Review and assist with the completion of the quarterly forecast of revenue and expenditure, prepared by the Senior Budget Analyst
- Hold planning and budgeting seminars that may include going through the budget process, requirements in the circulars, timelines, etc. The seminars may be in the form of budget seminars for general and targeted audiences including facilitating the ministries and departments to present their planning and budgeting information.
- Analysis of annual budget plans and submissions; including checking submissions and plans to the ceilings, checking the alignment of business plans and the budget, assessing budget submission and business plans, and checking staff lists.
- Assist in the preparation of the Budget estimates of revenue and expenditure for submission to Cabinet including briefing papers and advice

- Update the Estimates of revenue and expenditure if Parliament changes the budget submitted
- Assist in the preparation of the Statutory Bodies Budget estimates of revenue and expenditure for submission to Cabinet including briefing papers and advice
- Prepare the consolidated quarterly financial reports for the ALL Statutory Bodies and report for submission to the Cabinet
- Ensure administrative tasks are completed in a timely manner. This includes ensuring all transactions are completed within the stipulated PFM guidelines.

SPECIFIC AREAS OF RESPONSIBILITIES

- All Statutory Bodies
- Supervision of Senior Budget Analyst and Budget Analyst

COMPETENCY FRAMEWORK AND SELECTION CRITERIA

- Bachelor's Degree in Economics or Finance or equivalent education with (5) years related working experience, or
- Post-education in Economics/Finance/Public Administration or equivalent education with five (3) years related working experience, and
- Professional qualification in Finance/Accounting is an asset

Knowledge and Skills:

- Ability to achieve outcomes
 - Demonstrated ability to deliver outcomes consistent with the Government's, Ministry's and Budget Office's objectives including timely preparation of the pre-Budget Submission, medium term budget strategy, annual budget, supplementary estimates and supporting documentation.
 - Prioritizes & manages own work and projects effectively.
 - Evaluates results & carries out follow-up where necessary.
- Leadership and People Management
 - Provides clear strategic direction on tasks, responsibilities and expected levels of performance to staff of the Budget Office.
 - Fosters a culture of innovation, cooperation, coordination and teamwork within the Budget Office and between the Budget Office and other Offices of the Ministry of Finance.
 - Nurtures a productive work environment that utilizes and develops the skills and talents of staff and motivates staff to create a performance culture within the Budget Office

- Shares knowledge and best practice openly with others for wider benefit of the Ministry of Finance
- Takes time to effectively train/tutor individuals in new skills.
- Deals with people & issues honestly, fairly & with respect
- Is approachable, actively seeks out & is willing to listen to the views of others irrespective of position/gender/cultural background.
- Knowledge of Public Policy Financial Management and Administration in Turks and Caicos Islands
 - Substantial knowledge of the operations of the Ministry of Finance, Ministries and Offices, Government and Parliament.
 - Demonstrates and applies knowledge of government and sector policy and development priorities.
 - Seeks out opportunities to learn & keep up-to-date with latest developments in own area of work.
- Strong research and critical analysis skills
 - Applies economic and financial analysis to review Ministry and Offices financial data and functions and make recommendations
 - Undertakes analysis of policy, programme, budgetary and management issues related to performance of Ministries and Offices and their programmes
 - Develops recommendations based on detailed quantitative and qualitative analysis
- Proficiency in the use of standard MS Office software applications.

Personal Attributes

- Ability to lead, manage and motivate teams.
- Enthusiastic, self-motivated and ability to work with limited supervision.
- Ability to manage and prioritise multiple task and deadlines.
- High level interpersonal skills.

Assistance

- Training and advice to departments and ministries, including how to use the official budget call circular.
- Contributions to officials, committees dealing with projects, policy, reforms, entity planning, etc.

Other

- Provide support to formal missions and technical assistance providers such as CARTAC
- Provide information to officials, the public and others.

- Any other duties and responsibilities as may be assigned from the time to time by the Budget Director.