



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Deputy Budget Director

DEPARTMENT: Budget Department

MINISTRY: Ministry of Finance, Investment & Trade

LOCATION: The job is based in Grand Turk but at the discretion of the TCI Public Service the position may be relocated to another part of TCI.

JOB SUMMARY:

This position is responsible for assisting the Budget Director with leading and managing the Budget Office in the preparation and the implementation of financially responsible, policy-based, medium-term budgets that contribute to the achievement of TCI's economic and social priorities.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist with the preparation of the Fiscal Strategic Policy Statement/Medium Term Expenditure Framework
2. Develop Revenue and Expenditure targets in preparing the budget circulars, notifying budget entities of planning and budgeting requirements each year
3. Collaborate in updating templates and guidance for the budget submissions and business plans, as well as monthly statements.
4. Hold planning and budgeting seminars that may include going through the budget process, requirements in the circulars, timelines, etc. The seminars may be in form of budget seminars for general and targeted audiences including facilitating the ministries and departments to present their planning and budgeting information.
5. 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, checking staff lists.





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6. Analysis of annual budget plans and submissions from Statutory Bodies and prepare Consolidated Estimates of Revenue and Expenditure in accordance with the instructions issued by PS Finance or Budget Director
7. Analyze and prepare Consolidated Quarterly Financial and Performance Statements for all Statutory Bodies.
8. Manage the day to day operational issues of the Budget Office
9. Assist in planning the budget timetable and work plans.
10. Assist in the preparation of the Budget estimates of revenue and expenditure for submission to Cabinet including briefing papers and advice
11. Adhere to all Public Service codes, rules and regulations.
12. Perform other related tasks as assigned.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Bachelor's Degree in degree in economics/finance/accounting or related discipline.

Experience:

- At least 4 years of relevant work experience in a highly analytical or policy-based role in a challenging environment.
- Thorough understanding of International Public Sector Accounting Standards (IPSAS) Cash and Accrual Accounting Standards
- Demonstrable knowledge in Public Expenditure and Financial Accountability (PEFA) Standards
- Demonstrable knowledge in preparation of reports for Donor Funded projects

SALARY: Grade 10.1 - \$87,398.50 per annum

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.





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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.

