



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Budget Officer
JOB GRADE: FMG/PA II
DEPARTMENT: Financial Management and Accounting Services
(Budget)
REPORTS TO: Director, Budget
MANAGES: Cash Flow Officer

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To coordinate, analyse and assist in the management of the Annual Recurrent Budget of the Ministry of Health along with other revenue proposal in accordance with: the approved Corporate Plan; the guidelines prescribed by the Ministry of Finance and Planning; the priorities and policies of government to achieve the objectives of the Ministry

KEY OUTPUTS

1. Annual Budget collated
2. Level of Public Expenditure Control maintained
3. Annually/Quarterly Cash Flow Forecasts reviewed
4. Costing for the revision of salaries and allowances Calculated and collated
5. Monthly warrant allocations examined and certified

KEY RESPONSIBILITY AREAS

1. Co-ordinates and analyses the annual budget of the four Regional Health Authorities, University Hospital of the West Indies (UHWI) and twenty-eight activities in the Central administration of the Ministry of Health
2. Reviews with Regional Directors, Chief Executive Officer. UHWI and Programme Managers, in Central Administration, budget requirements for their respective programmes and activities
3. Analyses staff list against Establishment Act to ensure only persons justified are included in the costings for Personal Emoluments.
4. Makes adjustments to the budget after review by the Ministry of Finance and Planning (MOFP) and Senior Managers of the Ministry of Health
5. Ensures the timely distribution of Estimate of expenditure to Regional Directors, Chief Executive Officer, UHWI and all other Programme managers within the Ministry of Health
6. Reviews annual and monthly cash flows and compare with approved Estimated of Expenditure before submission to the MOFP

7. Examines monthly expenditure statements against warrant allocations to determine variance, if any, with warrants and approved budget and advises Director, Programme Budgeting and Financial Management and Principal Finance Officer of any potential or necessary adjustments in future allocations.
8. Liaises with Budget Analyst in the MOFP on matters concerning the approved Budget, Warrant Releases and Cash Flows.
9. Participates in monthly meetings with Cash Management staff at the MOFP, Principal Finance Officer and Director, Programme Budgeting and Financial Management of the Ministry of Health to discuss warrant releases against actual requirements
10. Co-ordinates Quarterly Budget and Performance Review meeting with Permanent Secretary and Seniors Managers to examine Expenditure against performance with a view to preventing budget overrun.
11. Calculates and collates costing for the revision of salaries and allowances for twenty-eight categories of Health workers and UHWI staff and advise MOFP of the necessary adjustment. Advises Regional Directors, Chief Executive Officer, UHWI and Programme Managers of payment schedules.
12. Examines and certifies monthly warrant allocations for Regional Health Authorities, UHWI and all other activities in the Ministry of Health before submitting to Director, Programme Budgeting and Financial Management and Principal Finance Officer for approval
13. Provides advice on matters relating to the monitoring of Budget and the calculations of emoluments to Accounting Clerks and Directors
14. In collaboration with MOFP's Budget Analyst, investigates and recommends the level of assistance to be given to beneficiaries for Specialist Medical Treatment abroad. Where applicable, provides information for Cabinet Submissions to the Health Policy Co-ordinator.
15. Performs any other related duties assigned by Director, Programme Budgeting and Financial Management and Principal Finance Officer.

PERFORMANCE STANDARDS

1. Annual Budgets and forecasts for the Ministry of Health are prepared on a timely basis
2. Monthly and annual cash flow statements are prepared on a timely basis
3. Measures are developed and implemented to monitor and determine potential cash flow deterioration
4. Measures are developed and implemented to identify efficient use of funds allocated and savings
5. The goals and objectives of the Budget unit are constantly achieved
6. Stipulated deadlines are consistently achieved
7. Confidentiality of information obtained on the job is preserved.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Knowledge of the policies, rules and regulations of the ministry of Health and the wider Public Service	2
Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulation	2
Knowledge of Management Accounting, Financial Accounting and Cost Accounting	2
Sound understanding of computerized accounting systems including government's Automated Financial Accounting system	2

Core Competencies	Level
Planning and Organizing skill	1
Oral communication skill	2
Time management skills	2
Written communication	2
Teamwork and cooperation	2
Analytical skills	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors degree in Accounting or Management studies with Accounting – or
- Association of Chartered Certified Accounts (ACCA) Level 2
- Successful completion of relevant Government accounting and computing courses – and
- Minimum of three (3) years experience at the professional accounting level – or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- N/A