



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Director Programme Budgeting and Financial Management
<b>JOB GRADE:</b>	FMG/PA 3
<b>DEPARTMENT:</b>	Financial Management and Accounting Services (Budget)
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	Staff in Budget Section 1 Budget Officer PA 2, 1 Commitment Control Officer (FMG/AT3), 1 Cash Flow Officer (FMG/AT 2), Secretary (OPS/SS2)

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 be responsible for the development, preparation and management of the Annual and Supplementary Recurrent Estimates of Expenditure for the Ministry of Health along with other Revenue Reports in accordance with:

The approved Corporate Plan

The guidelines prescribed by the Ministry of Finance and Planning

The priorities and policies of government

## **KEY OUTPUTS**

1. Annual Budget and Annual/Monthly Cash Flows and costings are prepared in line with the Ministry of Finance and Planning's guideline as well as in accordance with the Ministry's Corporate Plan, policy, priorities and resource availability
2. Ministry's budget and cash resources allocated between programmes, activities in line with the Ministry's Corporate Plan, policy priorities and resource availability.
3. Expert advice provided on Ministry's operational expenditure management.

## **KEY RESPONSIBILITY AREAS**

### **Management and Administrative Responsibilities**

1. Analyses Ministry of Finance and Planning Budget Call and in consultation with the Principal Financial Officer and the senior management team of the Ministry of Health:
2. Rationalizes and prioritizes programmes, activities and projects vis-a-vis corporate objectives as set out in the Ministry's Corporate Plan to match expenditure ceiling given by Ministry of Finance and Planning.
3. Based on (a) prepares and issues instructions and deadlines to Programme Managers for the preparation and submission of their Budget proposals.
4. Analyses Budget proposals supported by Corporate and Implementation Work Plan for:

- The Ministry of Health Recurrent and Capital Head and Ministry of Health's Public Sector Bodies
  - Reviews analysis of Budget proposals done by budget staff in respect of Ministry of Health's Capital Heads and Departments.
5. Consolidates budget proposals from Programme Managers/Regional Directors and submit Ministry's budget to the Ministry of Finance and Planning as per stipulated guidelines.
  6. Prepares and submits Supplemental Budgets to Ministry of Finance and Planning.
  7. Analyses areas of expenditure to determine potential savings, efficiencies or possible reconfiguration

### **Technical and Professional Responsibilities**

1. Advises the Principal Finance Officer promptly of any shortfall in Cash Flow from Warrant, and where warrants issued are less than expected.
2. Ensures equitable allocation of Warrants among Departments and Agencies based on budgets along with any immediate priorities.
3. Advises the Principal Finance Officer of any potential deterioration in the financial situation of Agencies and Departments in the Ministry of Health.
4. Analyzes miscellaneous revenue and any other non tax revenue estimates under purview of the Ministry of Health to ensure that: they are realistic estimates; they reflect maximum efforts toward revenue mobilization; are based on rates and fees, which have been reviewed with reference to, related current cost of providing the services or goods.
5. Obtains quarterly or monthly progress reports on physical performance from Programme Managers/Regional Directors and quarterly or monthly financial reports on their actual expenditure.
6. Analyses and evaluate reports submitted by Programme Managers in conjunction with the Planning and Evaluation Unit, matching performance against the Corporate Plan, the budget and the Warrant Allocations.
7. Links subsequent Allocations with performance and where necessary make recommendations for virements.
8. Scrutinizes Cash Flow request which should be supported by Implementation Plan from Programme Managers.

9. Ensures timely submission of salary costings to Ministry of Finance and Planning for funding.
10. Ensures that the requests are in conformity with the agreed priorities, are realistic and in consonance with the trend in fund availability.
11. Submits requests for Warrants to Ministry of Finance and Planning.
12. On receipt of Warrant, assists Senior Management Team to: Assesses expenditure ceilings for programmes/projects/activities consistent with funds allocated and established priorities; Obtains revised Implementation Plan where necessary for the period; Allocates funds in accordance with Warrant ceiling and submit allocation ceiling to the Commitment Control Officer and Programme Managers; Assists the Principal Finance Officer in developing non-budgetary sources of revenue.
13. Ensures that the Commitment Control System is operating efficiently and effectively.
14. Supervises the calculation and submission of salary costings arising from new wage agreements.
15. Manages the Budget Section including the overall supervision of officers of the section towards the achievement of the section's objectives.
16. Puts in place adequate organization support to facilitate the efficient functioning of the section. This includes ensuring that budget staff is equipped with the required tools and technical skills in carrying out their tasks.
17. Performs any other related duties that may be assigned from time to time by the Principal Finance Officer.

### **Human Resource Responsibilities**

1. Provides leadership to staff through effective goals setting, delegation and communication
2. Manages the welfare and development of supervises through the preparation of Performance Evaluation and recommended training and other programmes
3. Provides guidance to the staff through coaching, mentoring and support as is necessary

4. Conducts interviews for recruitment
5. Ensures the staff awareness of the policies, procedures and regulations of the Ministry

### **PERFORMANCE STANDARDS**

1. Annual budgets and forecasts for the Ministry of Health are prepared on a timely basis as per stipulated guidelines
2. Monthly and annual cash flow statements are prepared on a timely basis as per stipulated guidelines
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**

<b>Functional/Technical Competences</b>	<b>Level</b>
Sound knowledge of the policies, rules and regulations of the Ministry of Health and the wider Public Service	3
Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations	3
In depth knowledge of the preparation of budgets	3
Knowledge of Management Accounting, Financial Accounting and Cost Accounting	3
Knowledge of management principles and practices	3
Use of Technology	3
Expertise in budget preparation, financial forecasting and sensitivity analysis	3

<b>Core Competences</b>	<b>Level</b>
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Excellent leadership skills	3
Teamwork and cooperation	3
Excellent analytical thinking	3
Excellent planning and organizing skills	3
Excellent oral communication skills	3
Excellent written communication skills	3
Problem solving and decision making skills	3
Sound judgment	3
Excellent interpersonal skills	3
Positive Impact and influence	3

### **MINIMUM REQUIRED QUALIFICATION 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
- A 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**

- Authorisation of warrants on Automated Accounting system
- Exposure to confidential information
- To recommend amendments to divisional budgets
- Establish deadlines for submission of budget proposals and cash flow statements