

Terms of Reference

BUDGET DIRECTOR

Ministry of Finance and Economic Management

Background

Montserrat, a British Overseas Territory (BOT) lies in the Leeward Islands of the Eastern Caribbean, some 27 miles southwest of Antigua. It has been affected seriously by volcanic activity since 1995, resulting in reliance on external assistance in the form of budget support, technical assistance and project funding primarily from the United Kingdom's Department for International Development (DFID) and the European Union.

The Budget Unit is part of the Fiscal and Economic Policy Division of the Ministry of Finance and Economic Management. The programme objective for the Budget Unit is to provide timely Financial Forecasts and Economic Advice to enable Government to prepare a fiscally responsible Budget that allocates resources to its highest priorities and social and economic goals. The role is strategic, technical and operational.

Purpose

The Government of Montserrat is seeking to recruit a Budget Director with a wealth of technical and operational experience primarily gained in a public-sector setting. The successful candidate will be expected to provide leadership in advancing public financial management reforms currently being undertaken by the Government ensuring skills transfer and development of all staff within the Unit.

The main purpose of the post is to advise the Government in matters relating to budget planning, preparation, monitoring and evaluation. Additionally, the post holder provides budgetary oversight of statutory organisation as part of Government of Montserrat's drive to present whole of government budget and fiscal data.

The Director provides expert technical support and advice to the Government of Montserrat, demonstrating the application of current best practice in the budgeting field, exercising effective management, supporting fiscal and economic policy formulation and planning processes, and representing the country at the regional and international levels in technical consultations and forums.

The Scope

The scope of work includes management of the Budget Unit and providing leadership and advice relating to the modernisation of the Government's financial management systems, taking into consideration regional and international initiatives in this area, advising both the Financial Secretary, the Deputy Financial Secretary and key Finance personnel; and supporting government departments in responding to budget issues.

Method

The successful candidate will be required to perform a range of specific duties in their role as Budget Director to include, but not necessarily limited to, the following:

- Supports the development and implementation of the policy, budget format, systems and process in line with international standards and best practice
- Prepares the Budget Call Circular and calendar
- Supports the budget preparation process in line Ministries including the provision of training
- Prepares the Annual Budget Estimates and draft discussion papers for budget negotiations with internal and external stakeholders
- Organise, facilitate and document budget negotiations with line ministries.
- Analyse, evaluate budget requests, payroll expenditure, and monitor requests for budget adjustment.
- Monitor information technology systems related to the delivery of the budget and related areas.
- Provide advice, training and supervision to Budget Unit staff.
- Assist in the preparation of draft Budget Speeches.
- Prepare and issue public information and guidance on the Annual Budget
- Prepare, monitor, evaluate and provide interpretive budget analysis of the Annual Budget on a monthly basis
- Monitor the Budgets, their performance and address budgetary concerns and requests of all departments within Government.
- Prepare or ensure preparation of quarterly, annual and/or triennium economic, financial and/or budgetary forecasts for the Financial Secretary as required by the Government of Montserrat (GoM) Department for International Development (DFID), Eastern Caribbean Central Bank (ECCB) and other clients.
- Prepare a quarterly report to measure performance of the Budget against performance indicators and targets.
- Provide comments on the budget implications of Cabinet papers prepared by other Ministries
- Provide rationale of Budget procedures and policies offering guidance in planning budget strategies for individual departments and make recommendations to solve specific problems.
- Ensure that arrangements are made for a record of decisions taken at Budgetary Aid Discussions and Budget Monitoring Committee meetings.
- Engage from time to time in special investigations and undertake special assignments as determined by the Financial Secretary.
- Maintain regular contact and excellent working relationships with local, regional and international counterparts in Department for International Development (DFID), Eastern Caribbean Central Bank (ECCB), World Bank, International Monetary Fund (IMF), Caribbean Community (CARICOM), Caribbean Single Market Economy (CSME), Caribbean Technical Assistance Centre (CARTAC), Organisation of the Eastern Caribbean States, Caribbean Development Bank (CDB)

Key Outputs

The key outputs are:

- Drafting of the Annual Budget Estimates of Revenue and Expenditure
- Quarterly and Annual Budget Performance Reports for Cabinet and the Legislative Assembly

- Monthly Recurrent Budget Reports for DFID
- Draft Budget Call Circulars and advice to Accounting Officers
- Development of Strategic Documents to include Operational Plan for Budgets
- Capacity development of the budget team to include, Staff Performance Reports, Development Plans and Status Reports on development activities conducted
- Assist with the establishment of a debt management function.

Qualifications, Skills and Experience

Education:

- Bachelor's Degree in Economics, Finance, Public Policy or related discipline.
- Master's Degree in Business Administration with specialisation in Economics, Finance and/or, Accounting will be an asset.
- Professional Accounting Qualification (CCAB - ACCA, CIPFA, ICAEW, CAI & ICAS) is desirable.

Experience:

- At least five (5) years' experience in budget preparation and management.
- Experience in the Public Service at a Senior Management level.
- Economic Planning, with exposure to preparing development of finance programmes.
- Experience in Financial Management and Accounting principles and procedures.

Knowledge:

- Knowledge of the principles of Financial Management.
- Knowledge of computers and relevant software applications – spreadsheets etc.
- A thorough understanding of Government policies, role, and functions.

Skills:

- Excellent technical, analytical, presentation, verbal and written communication, and interpersonal skills.
- Excellent time management and organisational skills.
- Ability to manage budgets and personnel.

Abilities: Should have the ability to:-

- Use initiative and work independently
- Evaluate and recommend revenue generating, spending proposal and cost saving options.
- Demonstrate knowledge and experience in quantitative and qualitative analysis
- Pay attention to details and to demonstrate a well-organised approach to work
- Exercise good judgment, integrity and discretion when handling confidential information
- Negotiate and communicate effectively
- Prepare written documents to support proposals
- Supervise and evaluate the performance of support staff assigned to the Unit

Remuneration

Salary is at R7, that is EC\$ 74,760 per annum. The following allowances are payable:

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| Travel Allowance | \$800 per month |
| Entertainment Allowance | \$300 per month |
| Telephone Allowance | \$60 per month |

Reporting and Management Arrangements

The Budget Director will report directly and be accountable to the Deputy Financial Secretary (DFS), will produce written reports in accordance with the outputs, and agreed objectives to keep him abreast of accomplishments.

Duration

The term of engagement will be on a permanent basis.

Other Requirements

Applications should be accompanied with a full Curriculum Vitae and Personal Statement, including the following:

- All qualifications completed
- Full employment history, including any gaps
- Details of any relevant Budget Management experience
- Details of any cautions or convictions you have received
- Names and addresses of 2 referees (with telephone and email if possible), one of which should be your most recent employer

Selection Process

Shortlisted applicants will be invited to participate in a selection process that involves attending one or more interviews and/or assessment centres. These interviews are designed to assess the skills, competencies and attitudes of the applicant and may be conducted via SKYPE or in person. The Interviews and/or Assessment Centres allow the Selection Panel to draw on more evidence about the applicants than can be derived from the written application.

The deadline for the receipt of applications is 4:00 pm on Monday 28th May, 2018