

|                         |  |
|-------------------------|--|
| <b>Ministry:</b>        | Ministry of Finance  |
| <b>Division:</b>        | Budget Division (BD)   |
| <b>Location:</b>        | Nuku'alofa   |
| <b>Job Title:</b>       | Senior Economist (Operation)   |
| <b>Position Number:</b> | FIN08202111100110004   |
| <b>Reports to:</b>      | Deputy CEO for BD  |
| <b>Band:</b>            | J  |
| <b>Salary:</b>          | \$26,880 – \$40,320  |
| <b>Job Purpose</b>      | <p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>✚ Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>✚ Closer public/ private partnership for economic growth</li> <li>✚ More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>✚ Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>✚ More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <p>To be responsible and to assist with the analysis of the overall budget performance.<br/>The employee is expected to undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Responsible for the compilation and production of the Budget submissions as per sectoral groupings and also Corporate Plan;</li> <li>2. Responsible for daily, weekly, monthly, quarterly, and assist with the mid-year and annual reviews/analysis of important budget indicators for reporting purposes;</li> <li>3. Provide cost benefit analysis of resources allocated to a particular program and provide budgetary information/report;</li> <li>4. Prepare draft Cabinet submission on Budget related matters;</li> <li>5. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders;</li> <li>6. Monitoring Expenditure: analyze collated data for monitoring the progress of budget utilization and the effectiveness &amp; efficiency of resources allocation;</li> <li>7. Monitoring Revenue: analyze collated data for monitoring the progress of revenue collection and the effectiveness &amp; efficiency of collecting revenue arrears.</li> <li>8. Review budget submissions from ministries and stakeholders and provide policy recommendations based on the review undertaken;</li> <li>9. Analysis of budgetary implications of unbudgeted and additional budget requests and provide policy recommendations based on the analysis undertaken;</li> </ol> |

|   |   |
|---|---|
|   | <p>10.. Assessing the distributional incidence of the budget allocation to line ministries and provide policy recommendations based on the analysis undertaken;</p> <p>11. Conduct and participate in relevant trainings and meetings on behalf of the Ministry</p> <p>12. Input and verify the Staff list and provide analysis and policy recommendations on way forward to minimize payroll costs on the Government's budget.</p>   |
| <p><b>Accountabilities / Outcomes</b></p> | <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report.</li> <li>• Meet with relevant key stakeholders on budget and fiscal policy management issues.</li> </ul> <p><b>Organizing</b></p> <p><b>1. Staff Development</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Division in providing training to budget officers in MDAs.</li> <li>• Assist the Head of Division in proposing relevant training needs which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs.</li> <li>• Assist the Head of Division in proposing relevant training structure which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs.</li> <li>• Participate proactively in Divisional meeting.</li> </ul> <p><b>Leading</b></p> <p><b>1. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders</b></p> <ul style="list-style-type: none"> <li>• Approval of the budget guidelines and strategies</li> <li>• Implementation of budget strategies by line ministries</li> </ul> <p><b>2. Coordinate and consult Line Ministries on Budget related matters including the review of budget submissions from Line Ministries.</b></p> <ul style="list-style-type: none"> <li>• Approval of the ministries allocation by Cabinet and LA subsequently</li> <li>• Distribution of line ministries approved estimate</li> <li>• Executing activities as per the approval granted in LA for their budget estimate</li> </ul> <p><b>3. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA.</b></p> <ul style="list-style-type: none"> <li>• Revised Corporate Plans amended as per approved estimate by LA.</li> </ul> <p><b>Controlling</b></p> <p><b>1. Participate proactively in revenue and expenditure forecasting</b></p> <ul style="list-style-type: none"> <li>• Revenue baseline for MDAs for the medium term budget</li> <li>• Expenditure baseline for MDAs for the medium term budget</li> </ul> <p><b>2. Preparing tables and justifications of the annual budget and Corporate Plan</b></p> <ul style="list-style-type: none"> <li>• Corporate Plan and Annual budget tables with justifications</li> </ul> |

**3. Responsible for monthly, quarterly and assist with the six monthly and end of year status report to Cabinet**

- Budget briefing on responsible ministries and taking the lead revenue and expenditure cash flow forecast considering their approved Corporate Plan - the effectiveness
- Undertaking further analysis if significant divergences between revenue and expenditure targets, actual and forecast are emerged against their approved Corporate Plan.

**4. Assist in providing information for cost benefit analysis on fiscal policy proposal such as revenue rate increase/cut or on resources allocated to a particular program as per their approved Corporate Plan and provide budgetary information**

- Preparing brief reports on the finding
- Physically visiting line ministries undertaking the analysis required for determining appropriate tax rate to apply or desirable levels of resources allocation.

**5. Prepare draft Cabinet submission on Budget related matters**

- Approval of the submissions

**6. Monitoring responsible Line Ministries revenue and expenditure - Analyze collated data for monitoring the progress of revenue collection and budget utilization and the effectiveness & efficiency of collecting the revenues and resources allocation against their approved Corporate Plan;**

- Provide accurate and appropriate corrective measures via the Head of Division to the CEO-finance and to line ministries
- Taking into account the information in budget preparation and formulation

**7. Analysis of budgetary implications of unbudgeted and additional budget requests against the responsible MDAs' Corporate Plan**

- Acceptance and approval of the request within the financing envelope
- Possible funding options to utilize such as donor funding if donor's assistance is possible

**8. Assessing the distributional incidence of the budget allocation to line ministries**

- Provision of findings on the frequency if transfer from programs to programs or sub-programs to sub-programs

**Technical**

**1. Updating responsible MDAs' staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission.**

- Updated staff list updated to assist the division during the budget preparation and for Management decision making.

**2. Assessing responsible MDAs' transfer request against their Corporate Plan and insert them into the sun-system**

- Assessed transfer request from responsible MDAs for endorsement by the Head of Division.

|                                      |  |
|--------------------------------------|--|
|                                      | <ul style="list-style-type: none"> <li>Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval.</li> <li>Insert into the sun-system the approved transfer request by the CEO-Finance or the Minister –Finance.</li> </ul> <p><b>3. Compiling and reporting on Government Financial Statistics (GFS)</b></p> <ul style="list-style-type: none"> <li>Provision GFS revenue/grants data for reporting and analyses purposes</li> <li>Provision GFS expenditure data for reporting and analyses purposes</li> </ul> <p><b>4. Maintaining the One Process Tool</b></p> <ul style="list-style-type: none"> <li>Update the One Process Tool in preparation for the medium term budget preparation.</li> </ul> <p><b>Any other duties delegated by the Head of Division or the Chief Executive Officer for Finance;</b></p> <ul style="list-style-type: none"> <li>Report as directed.</li> </ul> |
| <b>Person Specification</b>          |  |
| <b>Skills and Abilities</b>          | <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Good analytical skills.</li> <li>Good negotiation skills.</li> <li>Good Computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, and PowerPoint etc), Sun-system, Vision Must have good public relation and networking skills.</li> <li>Good work attitude</li> <li>Highly motivated</li> <li>Well organized and hardworking</li> <li>Honesty and integrity</li> <li>Highly proactive</li> <li>Must be committed to duties allocated, efficiently and effectively.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> </ul>   |
| <b>Qualifications and Experience</b> | <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Master degree with no working experience</li> <li>✚ Post Graduate Diploma with at least 1 year experience in a <b>similar role</b>, or at least 3 years' <u>relevant</u> working experience</li> <li>✚ Bachelors' degree with at least 3 years' experience in a <b>similar role</b>, or at least 4 years' <u>relevant</u> working experience</li> </ul> <p><u>Qualification acceptable for this role must be in Commerce, Economic, or Business from a recognised educational institution</u></p> <p><b>Desirable:</b></p>   |
| <b>Authorised by (sign and date)</b> |  |

|                                |   |
|--------------------------------|---|
| <b>Acting/Deputy CEO / HOD</b> | Name: Ms. 'Ilaisaane Vea<br><br>Signature & Date:   |
| <b>Acting CEO</b>              | Name: Mrs. Pisila 'Otunuku<br><br>Signature & Date: |
| <b>Employee</b>                | Name: Vacant<br><br>Signature & Date:               |