

INTERIM SOUTH WEST ADMINISTRATION

MINISTRY OF FINANCE

JOB DESCRIPTION

Job Title: Budget Director

Ministry: Ministry of Finance

Department: Budget Department

Grade Level & Classification:

Reporting to: Minister of Finance,

Salary:

Hours:

Location: Baidoa, Somalia

1. Purpose of the position

This position is the head of the Budget Department and is a managerial position responsible for developing the ISWA annual budget in accordance with policies endorsed by the Cabinet of ministers, based on the assessment of economic conditions within the South West Administration area. The Budget Department is comprised of 2 Sections: The Budget Coordination section is responsible for developing the initial budget circular seeking budget submissions from Ministries and consulting with the Customs and Taxation Department to obtain the Revenue measures and estimates for inclusion in the annual budget presentation. The Budget Operations sections will provide analytical scrutiny of ministry budget proposals and contribute to the budget preparation process, as well as developing policy proposals for the Cabinet of Minister's consideration.

The Budget Director's duties will include developing policy proposals for Cabinet of Minister's consideration and developing the initial budget circular to provide guidance on the fiscal situation and set budget ceilings for ministries based on the ISWA priorities. He will direct the work with Ministries to obtain the necessary budget data to prepare the draft budget for ISWA for submission to the Council of Ministers and the Legislature. The Budget Director will also ensure staff are adequately trained to be able to provide the necessary support to Ministries on the overall budget process and able to provide analytical scrutiny of ministry budget proposals and contribute to the budget preparation process.

The Budget Director will work closely with the Treasury, other senior management and Ministries in regard to monitoring of the budget throughout the year providing regularly budgetary reports to senior management and ensuring the budget is efficiently and effectively maintained in the ISWA's financial management information system ("FMIS").

2. Responsibilities & Duties

The Budget Director will:

- (i) Oversee performance and service delivery standards in the Budget Department. This includes:
 - Ensuring that the public financial legislation financial management procedures and policies are adhered to in the performance of duties and in delivering services.
 - Managing staff and performance to ensure that staff are fully utilised to obtain optimal productivity;
- (ii) Work with the senior management of ISWA Ministry of Finance to monitor and evaluate financial policies and strategies that impact on the delivery of the Interim South West Administration services.
- (iii) Develop policy proposals for Cabinet of minister's consideration and supervise their implementation when approved.
- (iv) Oversee the Budget preparation process for ISWA. This includes:
 - Leading the budget coordination section in developing the initial budget circular seeking budget submissions from Ministries. Ensuring the circular provides clear guidance on the fiscal situation and sets budget ceilings for ministries based on ISWA priorities.
 - Consulting with the Customs and Taxation Department and other revenue raising organizations to determine revenue measures and estimates for inclusion in the annual budget presentation.
 - Leading the budget operations section, provide analytical scrutiny of ministry budget proposals and contribution to the budget preparation process.
- (v) Prepare budget reports for Ministries and senior management [Cabinet of Ministers] providing an overview of ISWA's situation in relation to spending against budget and providing information in relation to possible budget overruns or under-spend.
- (vi) Ensure prompt processing of budgetary reallocations into the FMIS and ensuring that all allocations are approved and in accordance ISWA legislation and policies
- (vii) Provide impartial, accurate and timely advice to the Minister of Finance on budgetary matters.
- (viii) Supervise Budget Department staff by:

- Assigning work schedules and preparing job descriptions;
- Monitoring progress;
- Mentoring staff and promoting their professional development;
- Appraising performance;
- Identifying and recommending training for staff; and
- Initiating disciplinary action

(ix) Perform any other related duties as may be required

3. Qualifications and Training

- Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent) or Economics and Public Policy qualifications- desirable
- An undergraduate degree in accountancy (BSc/BCom/BBA). - desirable
- A Masters degree in Economics or Public Policy - desirable
- Sound public financial management skills.- essential
- Intermediate knowledge of accounting standards - essential
- Sound leadership and organisational development skills. - essential
- Computer literacy and familiarity with accounting software packages.- essential

4. Learned Discipline

Must possess a sound knowledge of:

- The budget and financial management procedures and practices.
- Public service policy and formulation.
- Current public sector reforms and best practices in countries similar to Somalia.

5. Competencies

- Must have excellent interpersonal skills.
- Must be able to make prudent financial and budgetary decisions as well as be proficient in managing financial data.
- Must be knowledgeable in accounting practices and procedures inclusive of cash management techniques.
- Must possess good leadership and team building skills.
- Ability to motivate and mentor Budget Department staff.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Able to efficiently utilise human resources and management information systems to ensure maximum productivity.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to develop strategic and corporate plans for the Budget Department.

6. Required Experience

The position requires at least 10 years' experience obtained by managing a financial public sector department or institution at a senior level.

7. Performance Criteria

The incumbent is deemed to be performing his duties effectively when:

- Budget circulars are issued in a timely manner and include guidance on the fiscal situation and budget ceilings for ministries are set based on ISWA priorities.
- Budget is submitted to the [Cabinet of Ministers] within the required timeframe
- Budget prepared and submitted to the [Cabinet of Ministers] is in accordance with.....
- The Government's financial system is accurately managed and maintained to ensure timely and accurate budget data is available to users at all times.
- ISWA legislation, rules, policies and guidelines are adhered to in the performance of duties
- Government budget reports are prepared and distributed on time as required & requested by senior Management, Ministries and the Cabinet of Ministers
- Budget Department staff effectively carries out their functions.
- Budget advice and information disseminated to Ministries, Departments is accurate, timely and concise.