

# CIRCULAR MEMORANDUM

E: 50/17

P: 9/54/30 Vol. 14

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**From:** Director of Personnel Administration  
**To:** Permanent Secretaries and Heads of Departments  
**Date:** 8<sup>th</sup> November, 2017  
**Subject:** Notice of Vacancy for the office of Budget Analyst I (Range 45), Ministry of Finance

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I shall be grateful if you will bring this Circular Memorandum to the attention of your staff.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Budget Analyst I (Range 45), Ministry of Finance.**

## Minimum Experience and Training Requirements

Experience (18 months to 4 years) in public administration and/or accounting/auditing activities and training as evidenced by possession of a degree or diploma in a related field from a recognized University or other approved qualification or by having passed the prescribed examination for entry into the Administrative Class or the Budget Analyst Grade or any equivalent combination of experience and training.

## Distinguishing Features of Work

An employee in this class assists in the preparation and administration of the annual budget with specific responsibility for the collation of the annual estimates of expenditure and administration of the annual Revenue and Expenditure (Recurrent and Development Programme) Budgets of relatively small Ministries/Departments. Work includes participation in collection of data; analysis of trends, the examination of the draft estimates of Ministries/Departments, the determination of the status of respective programmes and projects; liaising with appropriate parties or agencies, conducting inspections to verify that budget proposals are properly implemented, assisting in resolving any problems hindering the

progress of projects, and ensuring the fulfillment of Government's contractual obligations. Specific instructions are received from a superior but employee is expected to exercise some initiative and independent judgement in performing his/her duties. Work is reviewed by checks during its progress for accuracy and compliance with instructions.

**Salary:**

**Range 45: \$8,980-\$10,665/\$11,312 per month (2013).**

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to **The Director of Personnel Administration, Service Commissions Department** no later than **1<sup>st</sup> December, 2017** to:

**Cipriani Plaza  
52-58 Woodford Street  
Newtown  
Port-of-Spain**

**or**

**Wilson Road  
Scarborough  
Tobago**

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at the Service Commissions Department and on the website at [www.scd.org.tt](http://www.scd.org.tt)

**Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice.**

**THE COMMISSION WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY SHOULD YOU FAIL TO PROVIDE YOUR RELEVANT EXPERIENCE AND TRAINING FOR THE OFFICE.**



(Ag.) Director of Personnel Administration

## **BUDGET ANALYST I**

### **Kind of Work**

Work at the entrance level in the field of Budget Formulation, Preparation, Administration and Control.

### **Distinguishing Features of Work**

An employee in this class assists in the preparation and administration of the annual budget with specific responsibility for the collation of the annual estimates of expenditure and administration of the annual Revenue and Expenditure (Recurrent and Development Programme) Budgets of relatively small Ministries/Departments. Work includes participation in collection of data; analysis of trends, the examination of the draft estimates of Ministries/Departments, the determination of the status of respective programmes and projects; liaising with appropriate parties or agencies, conducting inspections to verify that budget proposals are properly implemented, assisting in resolving any problems hindering the progress of projects, and ensuring the fulfillment of Government's contractual obligations. Specific instructions are received from a superior but employee is expected to exercise some initiative and independent judgement in performing his/her duties. Work is reviewed by checks during its progress for accuracy and compliance with instructions.

### **Examples of Work**

Investigates, collects, analyses and presents data relating to budgetary transactions, of a recurrent and capital nature.

Examines annual Development Programmes estimates of expenditure of Ministries/Departments to ensure that they are consistent with approved programmes and projects.

Visits government ministries, departments, offices and work sites:-

- (a) collect expenditure or revenue data and investigate the spending of appropriations;
- (b) collect physical and financial data on the progress of programmes and projects through discussions with public officers, consultants and contractors;
- (c) examine financial records and advise on financial matters generally.

Analyses financial and other data collected to ensure the stipulations of the Exchequer and Audit Ordinance, Financial Regulations and other controls are being met.

Liaises with the Central Tenders Board, Sub-Intendant of State Lands and other government agencies in expediting the preparation and implementation of projects.

Prepares monthly financial statements on revenue and expenditure as well as quarterly, annual and other reports on areas of the Development Programme.

Participates in ensuring that projects are executed in accordance with contractual obligations of the Government of Trinidad and Tobago.

Checks proofs of draft and final estimates of all stages of their reproduction.

Performs the duties of Secretary to Finance Advisory Committee.

Performs related work including maintenance of office records as may be required.

### **Required Knowledge, Skills and Abilities**

Knowledge of the Exchequer and Audit Ordinance, the Financial Regulations and Central Tenders Board Ordinance.

Some knowledge of the procedure and technique involved in the programming and management of projects.

Some knowledge in the field of public administration and of accounting procedures and techniques.

Ability to identify problems relating to budget and budgetary controls and of project implementation and to propose solutions.

Ability to perform detailed work involving written or numerical data, and to prepare complete and accurate financial reports and statements.

Ability to establish and maintain effective working relationships with other officers and associates.

### **Minimum Experience and Training**

Experience (18 months to 4 years) in public administration and/or accounting/auditing activities and training as evidenced by possession of a degree or diploma in a related field from a recognized University or other approved qualification or by having passed the prescribed examination for entry into the Administrative Class or the Budget Analyst Grade or any equivalent combination of experience and training.