

## **VACANCY NOTICE**

Applications are invited from suitably qualified persons for employment in the post of **Budget Analyst** within the Ministry of Finance, Government of St. Kitts and Nevis.

### **JOB DESCRIPTION**

JOB TITLE: Budget Analyst  
REPORT TO: Deputy Financial Secretary

### **KEY RESPONSIBILITIES:**

1. Assist Line Ministries in the preparation of Annual Estimates.
2. Monitor the implementation of the Budget, and budgeting and accounting practices in the Line Ministries.
3. Assess requests submitted by Line Ministries/Departments and make recommendations and/or provide budgeting and accounting advice.
4. Provide recommendations to facilitate the improvement of the budget preparation and implementation processes.
5. Promote compliance with the Finance Administration Act, the Procurement and Contracts Administration Act, other relevant legislations, policies, procedures, and guidelines.
6. Ensure funding is available, allocated and approved for Recurrent Expenditure and Capital Projects.
7. Prepare monthly analysis reports of the budget performance of Line Ministries including the production of graphs and charts.
8. Develop a good working relationship with the Line Ministries to promote compliance with budget rules and the implementation of plans.

### **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- Bachelor's degree in Finance, Accounting, Business Administration, Business Management, or any other related field.
- Strong quantitative, analytical, and interpersonal skills.

- At least two (2) years practical experience in budget preparation, monitoring and analysis of budgetary expenditure. Experience in a Public Sector environment will be considered an asset.
- Intermediate level computer literacy skills; with the ability to use software applications such as word processing, spreadsheet, and database programmes. Experience with financial software packages will also be considered an asset.
- Strong personal management skills including negotiating, conflict management and leadership.
- Strong verbal and written communication skills.

**SALARY:**

- Salary will be commensurate with qualifications.

Applications should be addressed to:

Chief Personnel Officer, Human Resource Management Department, Government Headquarters, P. O. Box 186, Church Street, Basseterre, St. Kitts.

Applications may also be emailed to: [finsec@gov.kn](mailto:finsec@gov.kn)/ [humanresources@gov.kn](mailto:humanresources@gov.kn).

The deadline for the receipt of applications is 9<sup>th</sup> June 2023.