



PUNTLAND CIVIL SERVICE COMMOSSION (PCSC)

Puntland State of Somalia
Civil Service Commission

JOB DESCRIPTION FOR THE BUDGET OFFICER

1. Job Title	Budget Officer
2. Department	Finance and Administration
Section	Finance Management Section
3. Assignment Location	Garowe, PCSC
4. Grade Level	Stream A, Level 3 – Sub Director
5. Reporting To	Director, Admin and Finance
6. Supervisory Responsibility	N/A
7. Job Purpose	The position holder is in charge of budget preparation and monitoring of expenditure in the ministry and will be responsible for ensuring efficient allocation of resources in the Ministry as budgeted and for the accuracy and completeness of budget reporting and advice the ministry on cost saving measures to be implemented. He/she will also be tasked with preparing budgets and developing forecasts – both estimates and projections – based on the ministry's past spending and the economic trends.
8. Objectives of the Job	<ul style="list-style-type: none">) To lead in the Ministry's annual planning and budgeting process) To observe budget estimates for accuracy, completeness, and conformance) To determine cost and benefits of various projects in the ministry) To research, analyse data and review financial records
9. Duties and Responsibilities	<ul style="list-style-type: none">) Participate in the Ministry's annual work planning) Assist in developing the ministry's budget and recommend funding levels and spending cuts) Review budget proposals and funding requests) Receive the budget estimates from every department in the ministry and keenly examine them for correctness, completeness and accuracy) Submit budget recommendations to the Deputy Director, Finance for approval or rejection of funding requests with explanation or defence of recommendations) Collaborate with departmental heads to draft departmental budget and consolidate all budget, ensuring all budget adheres to legal regulations) Forecast for future budget needs, as requested) In liaison with the Accounts officer, assist in the preparation of financial plans for the ministry, as and when required) Perform and/or review variance analysis and maintain the annual operating budget and review variance analysis

	<ul style="list-style-type: none">) Prepare periodical information on the status of execution of budgetary expenditure and identify and analyse potential fund risk level) Review operating budgets periodically to analyse trends affecting budget needs and regularly monitor expenditure against budget and advise the Head of Finance Section on variances, cost escalations, and budget re-allocations) Coordinate the development of budget guidelines, annual legislative funding requests, and budget documents) Prepare a budget manual and conduct departmental training internally for finance staff) Prepare budget reports, capital budgets, and other periodic reports, as and when requested) Perform any other duties as requested by the Head of Finance section
10. Deliverables	<ul style="list-style-type: none">) Ministry's Budget manual (reviewed annually)) Risk management report) Quarterly and Annual budget reports for the ministry (including budget projections, capital budgets, and potential risks, and tax returns status)
11. Education	<ul style="list-style-type: none">) Bachelor's degree in Accounting, Economics, Finance, Business or relevant field) Master's degree is an added advantage
12. Experience	At least 3 years of experience as a budget specialist
13. Skills Mix & Competency Requirements	<ul style="list-style-type: none">) Be up to date with economic trends in the country and the region) Excellent oral and written communication skills to present, prepare, and defend budget proposals) Strong mathematical ability and an analytical mind) Knowledgeable about the legal regulations pertaining to budgeting in Puntland State of Somalia) Strong attention to detail) Excellent writing skills and communication ability with good command of the English and Somali languages) Knowledge of data analysis and forecasting methods) Knowledge of legislative budget process) Ability to analyse and interpret financial data and prepare financial reports, statements and/or projections) Knowledge of cost analysis techniques