



MINISTRY OF FINANCE, NATIONAL PLANNING AND TRADE

VACANCY

FINANCE ANALYST

JOB DESCRIPTION

Division:	Financial Planning and Control
Section:	Public Budget Management
Salary Band:	SB6 – SB8
Report to:	Senior Finance Analyst
Working hours:	Normal 0800hrs to 1600hrs
Mission:	Plan and manage the national financial resources to attain the socio and Economic objectives of Government within limits.

RESPONSIBILITIES:

A. General

- Advise Government on fiscal and financial matters that have a bearing on the Government budget performance.
- Assist in formulating the national budget, monitoring the implementation of the budget and to recommend and implement remedial measures for correcting material variances from the budget.

B. Specific

- Assist with the preparing the budget of the Government within a stipulated time frame reflecting the prioritized national needs to be pursued within sustainable limits.

- Assist in the measuring periodically of the budget performance in terms of resources utilized and objectives achieved and not achieved giving explanations and supporting analyses.
- Initiate and undertake studies, research and policy reviews in the areas that are expected to have a major fiscal impact in the medium and long term.
- Examine if the key programmes in the Ministry/Department/ Budget Dependent Agency are being met with the budget allocation and advice of further remedies that need to be taken for programme implementation.
- Monitor monthly Debtors and Creditors Listing from Ministries/Departments/Budget Dependent Agencies.
- Assist other stakeholders in formulizing the macroeconomic frameworks for budget preparation.
- Assist Ministries/Departments/Budget Dependent Agencies on weekly forecasts of their expenditures and revenues.
- Assist Ministries/Departments/Budget Dependent Agencies in formulizing a medium term budget forecasting.
- Assume the duties of the Senior Finance Analyst in his/her absence.
- Any other duties required by the Director or Comptroller General/ Deputy.

REQUIREMENTS:

Educational and Experience:

Candidate completing the ACCA Professional Level or equivalent Master's Degree in Finance will enter at B8 Step 12;

Candidate completing the ACCA Fundamentals Level or equivalent Bachelor Degree in Finance shall enter at B8 Step 10;

F1 to F9 plus the Professional Ethics Module or equivalent Advanced Diploma in Accounting plus two years satisfactory work experience as an Assistant Accountant; B6 step 2.

Interested candidates are requested to forward an updated CV and copies of relevant certificates / references with a passport size photograph to:

**The Human Resources Section
Ministry of Finance, National Planning and Trade
Liberty House
P O Box 313**

Or

Email: hr@finance.gov.sc

Closing date for all applications is **Friday 16th September 2022**. Only shortlisted candidates will be invited for an interview.