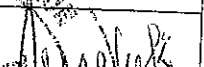


**Public Service Commission
Job Description Form**

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

1	Job title	EXPENDITURE REVIEW ANALYST	
2	Post number <i>Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.</i>	3204	
3	Level <i>Suggested by Ministry and determined by PSC</i>	Suggested by or for Director general . . . So 5.0	
4	Ministry	Education	
5	Department	Finance Unit, Administration and Finance Division	
6	Location <i>Where the position is located</i>	Port Vila	
7	Purpose <i>"why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.</i>	To assist in providing effective and efficient management accounting and financial services within the Ministry.	
8	Key Result Areas (KRAs) <i>refers to general areas of outcomes or outputs for which the post/role is responsible.</i>	9	Key Performance Indicators (KPIs) <i>refers to the quantifiable measurements that reflect the critical success of the KRAs.</i>
8.1	Effective administration of finance and management accounting functions	9.1	Provide monthly reports on <ul style="list-style-type: none"> All funds expenditure analysis report
10	Duties and responsibilities <i>Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.</i>		
10.1	Performing the financial and management accounting functions within the Ministry.		
10.2	Communicate and compliance with MOE, PSC and MFEM legislations.		
10.3	Prepare reports which analyse and review public expenditure on education on a monthly, quarterly and annual basis.		
10.4	Prepare reports which review and analyse public expenditure in Education by institutional level (central, provincial, school) and by level of education (early childhood care & education, primary, secondary, post-secondary, tertiary) on a quarterly basis and annual basis.		
10.5	Develop a medium term expenditure framework to determine the cost in financing Education over a longer term.		
10.6	Coordinate and develop financing proposals for the Ministry.		
10.7	Assist the Budget Accountant to coordinate the development of annual budgets by liaising with managers, management and donor partners.		
10.8	Ensure that all financial transactions complies with the PFEM Act, Financial Regulations, and with funding agreements with donor partners.		
10.9	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.		
10.10	Attending regular meetings of the Finance Unit and any other relevant meetings that is deemed to have an impact on the financing of the Ministry.		
10.11	Performing other duties as directed by PEO Finance, Director or Director General.		
11	Reports directly to <i>Title of Post and Level only</i>	12	Directly supervises <i>Title of Posts and level if any</i>
	PEO Finance		None
13	Frequent Internal Personal Contacts with... <i>("Internal" means within the Ministry)</i>	14	Occasional Internal Personal Contacts with...

	Policy & Planning Unit, Human Resource Management Unit, Activity Managers, Directors	Provincial Education Officers, Other MOE Staff, Heads of Schools
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Department of Finance and Treasury: Treasury.	Department of Finance & Treasury: Finance; Donor Partners; Vanuatu National Statistics Office; Other Government Offices; NGOs.
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	-A well-established effective and efficient management accounting and financing service - Minimise risk of fraudulent activities - Ensures compliance with legal and financial requirements - Promotes transparency and accountability within the system
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Irregular, unplanned, intensive workload variations due to demands of the Ministry will be considered
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Revision of existing Job Description
20	CRITERIAS TO BE SELECTED FOR THIS POST (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Degree
20.2	Special Business Education refers to the field of study that would be preferable	Economics or related field of study
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	At least 3 years' experience in Public or Private Sector in undertaking expenditure analysis and reviews or in performing financial or management accounting. Ability to understand legislative requirements and to implement effective processes to conform with those requirements Demonstrated ability to write reports
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> • High level of financial and management accounting skills • Quantitative Skills • Knowledge of MS Word & MS Excel • Knowledge and use of Smartstream or an accounting software will be an advantage • Professional customer relationship skills

20.5	Thinking style <i>e.g an analytical thinker, a practical thinker, creative thinker.....</i>	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills <i>list the skills required of this position</i>	<ul style="list-style-type: none"> • Good communication skills • Negotiation skills
20.7	Behavioural Competencies <i>refers to the personal attributes or characteristics needed for the position.</i>	Patient, Reliable, Hardworking, Honest and punctual
20.8	Language <i>"English, French and Bislama" is usual.</i>	Bislama and English or French
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by Director of Administration & Finance	Name John J. Garleo Sign  Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/06/2014
21.3	Checked by OPSC <i>for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).</i>	Name L. Rantes Sign  Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision) LAURENT REP Name _____ Sign _____ Date 27/06/2014 SECRETARY OPSC	