

Republic of the Philippines
PUBLIC FINANCIAL MANAGEMENT (PFM) PROGRAM
 GOVERNMENT INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (GIFMIS)
 PROJECT UNIT

POSITION TITLE	MONTHLY SALARY	NO. OF POSITIONS	MODE OF HIRING	QUALIFICATIONS
Budget Specialist	P42,652	2	Detail, Secondment or Direct Hiring (Contractual) Initially for 1 year	See job and person specifications

OPPORTUNITY

The job will provide opportunity to: (a) work on a high-impact project (GIFMIS Project Unit) authorized by Executive Order No. 55 (s.2011) to automate and integrate financial management and information systems by 2016, effectively boosting the Government’s transparency and accountability drive; (b) work alongside senior government officials and a multinational team of PFM and information technology advisers; and (c) gain unique, highly specialized, marketable skills and experience from implementing technology and change management solutions in a public sector environment. The GIFMIS Project Unit is currently housed at the Department of Budget and Management in Malacanang, Manila.

The Government Integrated Financial Management Information System (GIFMIS) is a web-based application that will enable government agencies to generate real-time, reliable and accurate financial reports to aid decision making, enabling citizens to know where public funds are spent.

PLACEMENT OBJECTIVES

The Budget Specialist will be responsible for analyzing and defining business requirements and business processes concerning government budget management system particularly budget preparation and budget classification. He/she will bring functional expertise to the Functional Team tasked to determine and document financial processes and translate these into system requirements for GIFMIS in the following areas: Budget Preparation and Classification Management; Treasury, Treasury Single Account and Cash Management; Accounting, Chart of Accounts (CoA) and General Ledger (GL) Management; Reporting and Auditing, Expenditure Management; Revenue Management; Human Resource Management and Payroll Management.

He/she will work closely with the Change Management Team to develop and document the required business processes and engage with key stakeholders from spending agencies to (a) confirm the processes are correct, (b) develop business process design documents, and (c) serve as a member of the testing team, as trainer/mentor during the pilot and rollout phases, and as support resource on business rules and procedures and policy issues.

ACCOUNTABILITY/WORKING RELATIONSHIPS

1. Accountable to the Project Director, through the Functional Team Leader
2. Works closely with the Functional Team and Change Management Team, and the Public Financial Management (PFM) Advisers assigned to the project

JOB SPECIFICATIONS

The job involves analysis of the implications of the introduction of new processes and software customization in terms of their impact on the individual government agencies and future support needed. Responsibilities include the following:

1. Determine business requirements concerning planning and budget preparation

2. Document business requirements and information flows
3. Develop business process design documents
4. Participate in the development of the test scripts for unit and full cycle tests
5. Participate in the data conversion deliverables preparations
6. Support unit and full cycle testing activities
7. Participate in training material preparation
8. Undertake training of all application users
9. Participate actively in all analysis workshops
10. Undertake issue resolution requirements
11. Provide onsite mentoring and support during roll out phase
12. Participate in the Train the Trainer sessions
13. Prepare reports on the functional activities and tasks performed to support the project
14. Perform any other responsibilities as may be reasonably required, where agreed by the Project Director

PERSON SPECIFICATIONS

Education

- Bachelor's degree in public administration, commerce, management, finance, economics or other related courses

Training

- Minimum sixteen hours of training in the budget cycle, planning and budget preparation and analysis

Experience

- Minimum three years of budgeting experience in the analysis of budget estimates and proposals including agency requirements for organization, staffing, position classification and compensation

Knowledge

- Substantial knowledge of the principles and practices of government budget and finance administration, particularly budget preparation, budget legislation and budget classification management
- Knowledge of government budgeting, organization, staffing, position classification and compensation rules and regulations
- Knowledge of the Philippine public administration system and structures

Skills

- Ability to apply mathematical and statistical methods to calculations and forecasts based on financial information
- Ability to analyze and evaluate financial information and to make sound recommendations relevant to functional area
- Ability to use accounting software and office productivity tools and applications
- Ability to communicate oral and written information in a clear and organized manner appropriate to the target audience
- Ability to identify and recommend solutions to solve issues and problems
- Ability to deal tactfully and professionally with others
- Ability to train and mentor individual learners and groups on assigned functional area

Other Qualifications

- Ability to define financial processes and translate these into system requirements and development of test case scenarios