

JOB AND PERSON SPECIFICATION

Job Title:	Division:	Pay Point:
Budget management analyst	Strategy, Portfolio and Partnerships (SPP) Division	H

Reports to:	Head of Portfolio Management Strategy, Portfolio and Partnerships Division (SPPD)
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General Information

The Strategy, Portfolio, Partnerships and Digital Division (SPPDD) is part of the Secretary-General's Office. The Division supports the Secretary-General in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat's programme of work as mandated by member governments. It puts together the Strategic and Delivery Plans and ensures programme quality and coherence through monitoring, evaluation, learning and organisational reporting. It leads on digital transformation and leads on developing international and Commonwealth partnerships and assists in mobilising resources. The Division also manages the Secretariat's relationship with member states and functions as the Secretariat to the Governing Bodies of the Commonwealth (Board of Governors, Executive Committee, Accreditation Committee and other ad-hoc Working Groups).

The Division's structure reflects these responsibilities, being broken down in Portfolio Management, Evaluation and Learning, Innovation and Partnerships and Digital. The SPP Division interacts internally with all Secretariat teams and externally with representatives of member governments to pursue its responsibilities.

Job Summary

The Portfolio Management Section is comprised of: the Head of Portfolio Management and three technical officers. The Section has responsibility for the following key areas of work: 1) Portfolio Development and Management including the development of the Secretariat's four-year Strategic Plan and its Mid-term Review and the management of the biennial Programme Planning and Budgeting process; 2) the development and coordination of a system of quality assurance, monitoring and reporting on progress and results achieved by the Secretariat on a periodic basis; 3) provision of advice and support to Directorates on planning and delivering their programmes, and overseeing the implementation and ongoing development of the Secretariat's programme management and information system.

The Budget management analyst supports the effective fulfilment of the Sections responsibilities through review and analysis of financial proposals, consolidation of the portfolio budget and review against the organisation's strategic commitments, advise on adjustments for cost saving and efficiency gains, design and implement monitoring and reporting on the financial performance processes of programmes and projects and the Secretariat's portfolio. The post-holder also serves as the budget officer for the division.

Task Description

The post-holder will support the following three areas of the Planning Section's work:

A. Annual Delivery Planning, Budgeting and Reporting

- a. Assist with the co-ordination of the detailed delivery plan and budget process including supporting the quarterly performance reviews with the Finance Section.
- b. As budget officer of SPPD, assist with preparing SPPD's annual workplan including revisions to its Project Design Documents, as well as its financial reports.
- c. Provide timely inputs into the development of the Secretariat's Programme Management and Information System and support the updating of the system with budget information as applicable.
- d. Support and advise Directorates on their project financial plans and also proposals for external funding
- e. Review Extra Budgetary Resource (EBR) proposals for compliance with sound financial planning practices and Secretariat policies on EBRs.
- f. Tracking and monitoring EBR proposals and expenditure throughout the organisation
- g. Combine Directorate programme budgets to prepare a consolidated organisational budget report to support management decision making
- h. Monitor organisational spending to provide recommendations on adjustments to management
- i. Contribute to the preparation of the Secretariat's performance reports for presentation to the Secretariat's governing bodies' meetings.

B. Strategic Planning

- a. Support and contribute to the review and development of the Secretariat's Strategic Plan, including the portfolio architecture.
- b. Develop in collaboration with relevant teams a financial forecast and variance analysis for the strategic period.
- c. Support Division's research agenda, where and when necessary, on issues of strategic importance and relevance to the implementation of the Secretariat's Strategic Plan.

C. Other

- a. Support the Division’s work in governance and Results Based Management.
- b. Perform other duties as may be required from time to time.

Person Specification

Education:

A graduate degree in development studies, accounting, economics, public administration or related field.

Desirable: A post-graduate degree in one or more of the above disciplines.

Experience:

At least 5 years’ working experience in development programmes in a planning agency or an international/inter-governmental organisation, with responsibilities for budgeting and preparation of financial information at the programme and portfolio level to inform management decision making.

Preparation of organisation-wide budgets, expert analytical skills through the use of spreadsheets, databases, and other budgeting software is required.

Desirable: Research skills in providing inputs to strategic, policy and sectoral planning processes and reports. Proposal development and experience in resource mobilisation.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Changes systems and processes when biases are identified</p>
Working with Others
<p>Promotes team work and removes barriers to effective team working</p> <p>Provides advice and guidance for others sensitively and where appropriate</p> <p>Establishes ownership for relevant activities from the outset</p>

Develops a wide network, including senior level contacts to facilitate activities and further own knowledge

Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer

Demonstrates an ability to negotiate with and influence senior colleagues and contacts

Proactively liaises with other divisions, partners & third parties

Planning and Analysis

Breaks long term plans into clear milestones

Builds in contingencies for potential obstacles

Takes corrective action if activities are off track

Uses past experience to inform future planning

Quickly and accurately identifies subtle themes and relevant issues in complex information

Developing and Applying Professional Expertise

Applies specialist knowledge to achieve anticipated results

Proactively identifies how to develop specialist knowledge

Presents self as credible to both internal and external contacts

Managing Resources

Identifies targets for team activities and manages progress against objectives

Plans and manages activity spend accurately against budget

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia

Recognises strengths and weaknesses in others, structuring teams based on this knowledge

Drives forward results of others

Takes ownership for team wellbeing

Decision Making

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Leadership & Development

Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity

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