

JOB DESCRIPTION
MANAGER, COST ACCOUNTING AND BUDGETING
FINANCE PROJECTS / ACCOUNTS
MINISTRY OF HEALTH

Position : **Manager, Cost Accounting and Budgeting**

Reports to : Director, Finance Projects / Accounts

Job Summary: Assists the Director, Finance and Accounts, in the achievement of the Directorate's objectives by establishing and maintaining cost monitoring systems for use in developing budgets, and comparative cost analyses for use in all areas of health care.

Key Duties and Responsibilities

- Analyzes and evaluates monthly statements of actual expenditure and revenue for the Ministry of Health and the Regional Health Authorities.
- Identifies cost effective interventions and evaluates their use within the Ministry of Health and the Regional Health Authorities.
- Analyzes, evaluates and monitors budgetary submissions from all Units within the Ministry of Health and the Regional Health Authorities.
- Coordinates the preparation of the Ministry's recurrent and capital budgets for submission to Ministry of Finance.
- Manages government-funded programmes under the Development Programme.
- Analyzes the unit cost of services within the health sector.
- Advises senior management on the financial implications of functional projects.
- Facilitates the procurement of goods and services under the Development Programme.
- Assists in the preparation and negotiation of Annual Service Agreements with the Regional Health Authorities.
- Other related duties as may be required.

Minimum Qualifications and Experience

- A recognized professional qualification in Accounting (ACCA or equivalent).
- At least five (5) years of experience at a senior accounting level.