



Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

JOB DESCRIPTION

Position Title:	Budget Officer (Extraordinary Needs Distribution)	
Status of Post	One Year (with possibility of extension)	
Grade and Salary (P/L):	PL – Ungraded	Salary: \$21,000
Ministry and Division:	Ministry of Finance	Division: Budget
Location:	Majuro	
Reports to:	Budget Director	

JOB PURPOSE: To perform budgeting and administrative tasks to ensure the efficient maintenance, review, and processing of Extraordinary Needs Distribution (END) transactions, and to carry out other duties of the Budget Division as assigned by the Budget Director.

KEY RESPONSIBILITIES:

1. Ensure Extraordinary Needs Distribution (END) transactions are reviewed thoroughly and are in compliance Government policies, procedures, and relevant external partner agreements.
2. Accurately certify transactions that are compliant, allowable, and budgeted.
3. Ensure transactions are processed in a timely manner and that a line of communication is in place to execute transactions in a timely manner and in accordance with relevant regulations.
4. Report transaction discrepancies to the Budget Director and the relevant END Program personnel.
5. Maintain and manage a transaction log for END transactions.
6. Maintain and update filing systems for all END accounts.
7. Ensure filing system include documents such as the notice of award (NOA), financial reports, draw down reports, reconciliation forms, funds transfer forms, and other relevant documents pertaining the END funds.
8. Ensure the filing system is available & accessible to the respective END Program personnel and external auditors during audit fieldwork.
9. Maintain confidentiality and security of END records and sensitive employee information.
10. Assist the END Monitoring & Evaluation Unit (M&E Unit) and the Budget Division with the required financial reporting to ensure reports accurate and provided in a timely manner.
11. Address inquiries related to budgetary matters.
12. Support internal and external audits by providing necessary documentation in a timely manner.
13. Provide regular reports and updates to the M&E Unit and Budget Division Management upon request
14. Contribute to team efforts by achieving related results and collaborating with colleagues.





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15. Perform other related duties as required to enhance the effectiveness and efficiency of the M&E Unit and Budget Division.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in Finance, Business, or a related field.
- Minimum of three (3) years of relevant experience in budget related work experience.
- Must be able to drive a vehicle and have a valid driver's license.

Skills:

- Experience with budgeting systems, processes & procedures.
- Strong knowledge of national financial regulations and donor compliance standards.
- Excellent attention to detail, analytical skills, and organizational abilities.
- Basic knowledge of accounting standards and internal control frameworks.
- Excellent organizational, analytical, and communication skills.
- Proficiency in financial systems and Microsoft Office Suite (especially Excel).
- Demonstrate knowledge of RMI relevant laws, regulations, procedures and policies.
- Excellent ability to facilitate effective oral and written communication.
- Proficiency in preparing reports.
- Good knowledge of the use of standard office equipment and computer applications.
- Ability to work well under pressure.
- Demonstrates ability to function both independently and in collaboration with other professionals.

