



CIRCULAR MEMORANDUM NO. 44 OF 2025

MY REF: Staff/GEN/2/10/25 (47) Vol. X

FROM: Chief Executive Officer, Ministry of Public Service, Governance and Disaster Risk Management

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – FINANCIAL ANALYST III – MINISTRY OF FINANCE

DATE: 30th June 2025

Applications are invited from suitably qualified persons to fill the vacant position of **Financial Analyst III** in the Ministry of Finance.

Basic Purpose of Position:

The Financial Analyst III will conduct collection and analysis of data for purposes of financial stability monitoring, financial inclusion and conduct of business.

Essential Duties and Responsibilities:

1. **COLLECT** data for financial inclusion and conduct of business
2. **ANALYSE** the aggregated data provided by the Insurance and Pension Units for financial stability reporting.
3. **COLLECT** and analyse insurance and pension data not normally collected through the reports submitted by the regulated sectors for disaster risk financing, financial stability and reporting.
4. **REVIEW** Conduct of business reports submitted by the insurance sector.
5. **MAINTAIN** Social Media Page with accurate data
6. **DISSEMINATE** statistical data on website.
7. Be alternate for Supervisor of Insurance at Committee Meetings.
8. Any other duties assigned from time to time, relevant to the post.
9. Any other duties allocated in respect to disaster emergency, elections, etc.

Competencies/Skills:

1. Bi-lingual would be an asset.
2. Must be computer literate.
3. Must be prepare to read and able to write clear and concise reports.
4. Must be willing and eager to learn new supervisory techniques.
5. Officer must be knowledgeable of the work done by the Financial Analysts in the Insurance and Pension Units.

Reporting Responsibility:

The Financial Analyst III will report to the Supervisor of Insurance and Private Pensions.

Minimum Required Qualifications:

Be in possession of a Bachelor's Degree in Economics, Finance, or Statistics with a minimum of three (3) years' experience in data analysis.

Working Conditions:

Data collection may require travel outside of station.

Training may require attending courses outside normal working hours and may sometimes require travel overseas.

The Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Store Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

Salary:

Government of Belize Pay Scale 16 of \$30,171 x 1,310 - \$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least two references and a valid police report through the Job Search and Employment Application Website at <https://jobs.publicservice.gov.bz/> no later than **18th July 2025**.



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Director, CITO
President, PSU
President, APSSM*