

Duties and responsibilities of Directorates in Ministry

BUDGET Directorate:

- Liaise with Government Ministries regarding budget preparation in line with overall objectives, strategy, and plans.
- Work closely with Civil Service Bureau to analyse and evaluate the financial and value for money (VFM) implications of proposed manpower changes, and ensure these are fully reflected in subsequent budgets .
- Analyse ministries performance and continuously seek means of improving value for money throughout the Government, including, contracting out of services, rationalisation of low priority activities and computerisation of manual systems.
- Formulate guidelines and budgetary control procedures, and ensure smooth and effective implementation of these procedures in Government Ministries.
- Develop and regularly review the budget structure to ensure that it reveals the objectives and purposes of expenditure and, where appropriate, matches expenditures with corresponding revenues .
- Monitor and evaluate in-year performance and financial flows against agreed recurrent budgets, cash flow projections and targets .
- Follow up and evaluate the implementation of all major Ministry reviews, studies and audit reports with significant VFM and/or financial implication, and ensure that these are reflected in subsequent budgetary allocation .
- Analyse and evaluate requests for variation related to recurrent expenditure submitted by Ministries, and recommend appropriate action .
- Implement provision of the Standard Finance Manual in relation to expenditure control including for example, the authorisation of transfers within budget chapters, and the assessment and recording of contingent liabilities .
- Maintain records of recurrent expenditure of all Ministries, and provide regular progress reports including an annual report and final accounts at the end of each year .
- Co-ordinate proposed changes to budget structure and design and liaise with Accounting Directorate to effect required changes .
- Carry out and commission studies to examine ways of enhancing Government revenues and recommend policies and actions accordingly

TREASURY Directorate:

- Review pay orders from Ministries and Government Bodies and ensure their compliance with related rules and procedures.
- Settle all government obligations to suppliers inside or outside Bahrain and pay the salaries of the employees of the state.
- Manage government accounts at banks, and find appropriate methods to provide required cash for covering government expenses.
- Follow up government revenues.
- Provide advice on government financial deficit.
- Run and follow up all debts payable against the government.
- Follow up the accounts of various forms of aids, donations, trusts and deposits.
- Prepare cheques, remittances and other forms of payment and have them signed on behalf of the government in compliance with the authorities indicated in the Standard Financial Guide.

- Coordinate with the Bahrain Monetary Agency and banks to ensure cash flow in due times.
- Provide advice for senior administration and government bodies in all matters related to revenues and expenses

FINANCIAL SYSTEM DEVELOPMENT Directorate:

1. Issue and update Standard Finance Manual that contains financial policies, provisions and procedures governing government financial transactions.
2. Provide advisory services to ministries and government authorities in development aspects of financial, administrative and strategic planning.
3. Review and evaluation cost accounting practices and methodologies followed by ministries and government authorities with view to propose advanced methodologies, systems and global practices.
4. Develop content of financial accounting reports and closing accounts of Ministries and Government Authorities and the consolidated final account of the state.
5. Determine appropriate financial and accounting clarifications to be included in the final accounts.
6. Provide advice and the implementation of training programs to government authorities on the application of financial systems and management accounting systems and accounting standards and the application of the Standard Finance Manual.
7. Prepare consolidated final accounts of the state and the closing accounts of all Ministries and Government authorities controlled by Ministry of Finance.
8. Prepare and issue financial reports of actual funds, expenses, and revenues on monthly basis for Ministries and government authorities, and a monthly report reflecting the financial position of the state.
9. Establish the best basis and strategies for risk financing and insurance of government properties, and design the master and comprehensive plan to achieve the maximum financial saving of government assets at a minimum cost.
10. Supervise changes of all provisions and procedures regulating the insurance strategies and plans to achieve the optimum use of the budget assigned for different type of risk.
11. Follow all matters relating to claims for accidents and losses are addressed through insurance documents.

PROJECTS Directorate:

- Coordinate with various Ministries to identify developments and requirements of major projects in compliance with strategies and programs of national agencies and sectors.
- Identify and apply procedures, and supervise over the appointment of external consultants for conducting development and feasibility studies and assessment plans.
- Review and evaluate the financial, economic and technological feasibility of development projects, capital assets and maintenance requirements.
- Assess the impact of major development projects on economy, including balance of payments in collaboration with the Economic Affairs Department.
- Prepare information guides for Ministries on issues related to the capital budget, including the techniques of selecting projects, preparing estimate budgets, measuring the performance and assessment criteria.
- Prepare budgets for projects on basis of priority as advised by the concerned government departments, final outcome, and budget availability to finance projects, and government information guides on sector development.
- Review applications sent from various government departments to present the budget of projects and programs to ensure compliance with criteria of reasonable budgets and approved expenses.
- Study and analyze all engineering designs, documents and contracts of construction to ensure that the projects of the Ministry of Works and Housing comply with the approved projects and planned development.
- Coordinate with various funds and financing institutions to contribute to financing major and key projects, and follow up the implementation of projects in compliance with the financing conditions approved by the concerned agencies.

- Coordinate with various departments to carry out projects and ensure the sound application of financial audit and compliance with the approved projects, and monitor reflections of cash flow and final objectives through a follow up system of these projects.
- Analyze and evaluate various applications presented from various Ministries, and propose appropriate solutions and steps.

ECONOMIC STUDIES & RESEARCH Directorate:

- Follow up financial developments in the Kingdom and conduct studies and analytical research on these developments.
- Analyze overall and divisional developments.
- Follow up and study various policies and their impacts.
- Study global developments and their reflections on domestic arenas.
- Contribute to studying various economic and financial draft laws and regulations and amendments thereof, and follow up their effects on the financial policy.
- Prepare forecasts based on the general budget performance at total and partial scales.
- Issue a detailed monthly statistical bulletin for distribution both internally and externally and on the internet.
- Prepare regular reports including an overall analysis on the latest developments witnessed by the Kingdom.
- Reply to inquiries of researchers and the public from inside and outside with regards to developments in the Kingdom in general and financial developments in particular.
- Contribute to developing the services of the library of the Ministry.

PRIVATIZATION & OUTSOURCING Directorate:

- Conduct specialized studies of supporting government performance through adoption of privatization strategy outsourcing services and restructure services for the concerned Ministry through changes when need arises.
- Carry out projects of privatization, outsourcing and restructure services, taking into account economic domestic and global conditions, as well as market circumstances which prevail the sector in which the concerned project is included.
- Review the documentation, study, commentary and analytical services as well as proposing amendments and improvements on projects of privatization, outsourcing and restructure services which were previously carried out in the Kingdom of Bahrain.
- Coordinate and provide required support for Government Bodies and Economic Development Board in order to identify, study and apply projects and privatization, outsourcing and restructuring services which have become required to foster the performance of private sector.
- Select, appoint and supervise over external consultants (who are appointed on basis of their experience and reputation in the global market according to the concerned project) to ensure the sound application of projects of privatization, outsourcing and restructure services in compliance with international standards and criteria, to encourage global investors and divert their attention to the Kingdom and its ambitious projects to eventually ensure the success of these projects.
- Commence and apply projects of privatization, outsourcing and restructure services on the fast track when need arises and on basis of internal and external factors prevailing in the concerned sector.
- Maintain records, correspondence and all activities of the department with other external bodies and agencies. Commence and establish necessary cooperation with other authorities and establishments to foster close internal links with other government bodies and establishments during the period of applying the projects of privatization, outsourcing and restructure services, to avoid any deficiencies or violations or dual works which are unnecessary.

EXTERNAL ECONOMIC RELATIONS Directorate:

- Prepare meaningful policies which aim at enhancing economic, financial, commercial and investment gains for the Kingdom of Bahrain, on basis of joint interests with other countries, Arab, regional and international blocs, and implement these policies to serve the economic and social development process.
- Identify strategic objectives and future visions of external economic relations, and prepare required plans for implementation.
- Actively participate in and follow up latest economic, financial, commercial and investment developments at Gulf, Arab and global arenas, through participation in their regular annual meetings and meetings of their subcommittees, and evaluate the potential effects on Bahrain.
- Follow up, evaluate and implement resolutions and recommendations issued by regional and global establishments and institutions, including International Monetary Fund, World Bank, Arab League and Gulf Cooperation Council GCC.
- Foster and strengthen the role of the Kingdom of Bahrain through participation in various economic, financial, commercial and investment conferences and activities at Gulf, Arab, regional and global arenas.
- Maximize benefit from programs, projects and initiatives presented by various financial and investment Gulf, Arab and foreign institutions, funds, agencies and specialized regional and global agencies.
- Negotiate on various economic, investments, commercial and tax bilateral and multilateral agreements, and follow up their implementation in coordination with the concerned agencies in the Kingdom.
- Participate in negotiations related to agreements on free zone areas between GCC countries, and various states, and Arab, regional and global blocs.
- Liaise with various Ministries and institutions, whether private or public, for coordination and consultation over issues related to external economic relations, particularly issues related to government financial statistics.
- Prepare regular reports on financial contributions of the Kingdom of Bahrain in various Gulf, Arab and international agencies and establishments.

FINANCIAL INFORMATION Directorate:

- Define and implement Information Technology strategy for the Ministry of Finance and update it in accordance with the IT industry standards.
- Design, implement and maintain the Financial Management Information Systems (FMIS) in the Kingdom's ministries and governmental agencies.
- Provide technical and functional support for all users of the Financial Management Information Systems (FMIS).
- Provide, manage and maintain the technical infrastructure for the Ministry of Finance and ensure its stability, reliability and efficiency.
- Maintain all IT equipment, operating systems, programs and applications and support all its users.
- Develop, deploy and maintain the web based applications, services and contents to meet the intranet / extranet / internet business needs of the Ministry of Finance.
- Determine and execute policies related to effective operation of internal controls such as quality assurance, security, database administration, disaster recovery and capacity planning.
- Provide advice to top management on all IT related services and matters.