



The Ministry of the Public Service and Talent Development

Learning and Development Directorate

Invites nominations for a **face-to-face** training programme in

Estimates Preparation and Budget Execution

COURSE CODE: FIN0403



July 7 to 8, 2026

From 8:45 am to 4:30 pm daily

Click here to
APPLY ONLINE

by June 30, 2026

Contact: Allison Best-Sullivan at 535-6707 or via email
at allison.best-Sullivan@ldu.gov.bb

Visit the Ministry of the Public Service's
Website <https://mps.gov.bb>



Target Group

Officers within the S9 - S3 salary scales or equivalent P6 - P2 scales involved in the preparation of annual estimates and the programme budget documents, and who have not had training or certification in Accounts.

By the end of the programme, participants should be able to:

- Evaluate how budgets are used in planning the work of the ministry/department
- Identify the different types of budgets
- Evaluate how budgets are used in planning the work of the organisation
- Explain the budgeting process
- Outline the estimates preparation process
- Outline the procurement process

The topics covered are:

- The Public Finance Management Act
- The Public Procurement Act, 2021
- Budgeting as a planning tool
- The Budgeting Process
 - Types of Budgets
 - The Budget Timeline
 - Ceilings
- Estimates Preparation
 - Programme Budgeting
 - Personal Emoluments
 - Other Charges
- Supplementary Estimates
- The Procurement Function