

Budget Officer

Qualifications:

- Education : Bachelor's Degree relevant to the Job
- Experience : At least 4 years of relevant experience
- Training : At least 24 hours of relevant training
- Eligibility : CS (Professional) 2nd Level Eligibility
- Preferred Qualification : Capable of building spreadsheet models, dashboards and automated templates; A Certified Public Accountant

DUTIES:

- Provide technical inputs in the formulation and enforcement of budget policies, systems and procedures and recommend process improvements to achieve organizational performance targets;
- Manage the preparation of annual and/or medium-term corporate budget in coordination with the Planning Department aligned with the approved strategic plans and programs;
- Conduct periodic review of budget execution by monitoring expenditures, identifying variances and implementing corrective measures to ensure adherence to budget rules and regulations;
- Conduct financial analysis and evaluation, including cost-benefit analysis of new and existing products and/or units, and periodically reports to Management and the Board;
- Assist corporate groups and department in budget planning, budget preparation, execution and evaluation, as well as in proper management of their disbursements;
- Train and supervise Branch Accountants on areas regarding budget operations;
- Perform other related functions as may be directed.