



## Example of Budget Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of budget assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for budget assistant

- Consolidate data and provide support to Budget Officer(s) with respect to budget reviews of relevant intergovernmental and expert bodies
- Assist the Budget Officer(s) in the preparation/finalization of budget performance reports, performing preliminary analysis of variances between approved budgets and actual expenditures
- Researches/compiles data and other information required by the Finance Budget Officer(s) in the review and analysis of relevant proposals
- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements
- Supports the Finance and Budget Officers(s) in extracting information and generating expenditure reports from enterprise resource planning systems such as Umoja
- Researches/compiles data and other information required by the Finance and Budget Officer(s) in the review and analysis of relevant proposals
- Assists the Finance and Budget Officer(s) in the issuance of allotments, funds distribution and related staffing table authorizations
- Prepares submission documents to DGACM for performance and budget reports
- Supports the Finance/Budget Officers in extracting information and generating expenditure reports from UMOJA
- Assists in preliminary analysis of the extracted information and the reports

## Qualifications for budget assistant

- Strong oral and written communication skills, and ability to explain sometimes complex financial information to non-accountants
- Ability to collaborate effectively with people from diverse backgrounds and experiences
- Significant knowledge and strong proficiency with Microsoft Excel, Word, Access, PowerPoint and Outlook
- Strong attention to detail, balanced with ability to maintain a broad perspective
- Previous experience and skills building significant and complex financial models that integrate inputs from a variety of sources and are used to analyze organization impacts and/or drive organizational decisions
- Fluency and confidence in discourse with senior and executive leadership and other key constituents