



Example of Budget Assistant Job Description

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Our innovative and growing company is looking to fill the role of budget assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for budget assistant

- Monitors expenditures and compares with approved budget
- Research and correct discrepancies in station budget data
- Provide budget management support to PM MC Business Management Division (BMD)
- Preparation of documents needed to process budget estimates
- Prepares, processes and/or reviews paperwork, , department orders and check requests, requisitions and other budget and business forms
- Assists in the preparation and maintenance of the annual budget
- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates in terms of Supports the Unit Supervisor or Finance/Budget Officers(s) in extracting information and generating expenditure reports from computerized information system databases
- Researches/compiles data and other information required by the Unit Supervisor or Finance Budget Officer(s) in the review and analysis of relevant proposals
- Consolidates data and provides support to the Unit Supervisor or the Finance/Budget Officer(s)
- Assists the Unit Supervisor or Finance/Budget Officer(s) in the preparation/finalization of various reports, performing preliminary analysis of variances between amounts charged and amounts recovered

Qualifications for budget assistant

- A minimum of two (2) years of experience in a position requiring in-depth knowledge of principles, practices and theories related to budgeting and financial analysis in a highly complex environment
- Undertakes reviews, analyses and preparation of the Africa Hall and other construction projects medium-term plan and its revisions
- Provides input into the preparation of allotments, including redeployment of funds when necessary, ensuring appropriate expenditures
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds
- Assists in settling expenses to the final asset on a regular basis
- Assists in the year end closure of accounts