



Example of Budget Assistant Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position 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

- Provides administrative support and escalates problems encountered to the Head of the organizational unit and/or Finance/Budget Officer(s), as required
- Keeps abreast of developments in new technologies and applied accounting practices
- Oversee overall processes related to budget planning/execution, procurement, payment, and general administration in System Planning Unit (SPU) in AITD
- Assist 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
- Support the Budget Officer(s) in extracting information and generating expenditure reports from Umoja
- Research/compile data and other information required by the Budget Officer(s) in the review and analysis of relevant proposals
- Assist the Budget Officer(s) in the issuance of allotments and related staffing table authorizations
- Draft routine correspondence with respect to enquiries related to relevant financial and budget matters
- Provide administrative support to the Chief of the organizational unit and/or Budget Officer(s), as required
- Collaborate with Director of Budget and Resource Planning to develop and provide financial plans and reports for College activities, including expenditure reports and forecasts

-
- Prepares pre-commitments, commitments, purchase orders and assists staff from substantive offices in the preparation of travel requests and travel expense reports in Umoja
 - Creates shopping carts for Consultancies and contracts and creation of service entry sheets for related settlement of payments
 - Requests the creation of business partners for vendors, providing inputs for creation and update of HR mini-master for consultants
 - Assists in the financial backstopping of trust funds, including monitoring the status of voluntary contributions, generating expenditure reports from Umoja and monitoring reporting requirements by donors
 - Work experience in higher education, with and understanding of the diversity of faculty work, research, and creative activity
 - Assists in drafting the initial versions of the Financial Aspects section of the Secretary-General's reports to the Security Council, draft resolutions and Reports of the Fifth Committee for peacekeeping operations and the Annotated Agenda for peacekeeping items