



Example of Budget Assistant Job Description

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Our company is growing rapidly and is hiring for a 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

- Performs, under minimal supervision, the full range of office management and administrative support functions for the Executive Officer and Deputy Executive Officer
 - Assists in the review of financial and human resources proposals/requirements
 - Responds to enquiries relating to finance issues and provides information and advice to staff regarding their entitlements
 - Assists with the timely management of general trust funds, including the preparation of cost plans, allotment requests, contribution agreements, substantive and ad-hoc reports on the use of trust funds and status of contributions to donors and focal points
 - Coordinates the work related to travel of meeting participants and processes Travel Authorization and submits travel expense report
 - Processes and monitors payments to vendors and individual contractors
 - Reviews unliquidated obligations and coordinates with Accounts Division, Procurement Division and HR partners to close or liquidate unused balances
 - Provides support with respect to the review, analyzing and preparation of the medium-term plan and its revisions
 - Reviews pre-commitments for goods and services to ensure (a) correct commitment item have been charged, and (b) availability of funds
 - Verifies accuracy of input data, ensures consistency of data in previous allotments to new allotments issued
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- The ability to readily adapt to new assignments, complex tasks and changing priorities
- Prepares the requests to the Controller's Office on redeployment of funds
- Processes fund distribution received from Headquarters and inputs allotment advice in ERP Central Component (ECC)
- Good knowledge of Microsoft Office applications (MS Word, Excel, PowerPoint, and Access Database) is required
- Process Accounts Payable and audit invoices as defined by the Internal Controls Manual
- Research and provide detailed reports/statements for internal and external customers