

## TERMS OF REFERENCE

**Post:** Senior Officer, Budgeting

**Reporting relationship:** Manager, Finance

**Gross Salary:** MVR 17100/-

### **KEY RESPONSIBILITIES:**

1. Co-ordinate among departments in the preparation of annual budget in accordance with the Finance Manual and provide guidance for all matters related to budget.
2. Prepare annual budget and instruct/guide all departments in the proper execution of the budget.
3. Design and recommend essential forms, schedule and reports necessary in the budget procedure.
4. Ensure all the components of budget are included in budget preparation procedure.
5. Prepare the draft budget and coordinate with Head of Finance & Accounting Department to finalize the corporation's individual segment/ department budgets and the overall consolidated budget.
6. Ensure company's board approved budget is correctly posted to the relevant accounting information system.
7. Monitor whether all spending / procurements are within the board approved budget limits.
8. Ensure accuracy and completeness of plans and budgets
9. Prepare and analyze monthly, quarterly and annual budget variance and reporting material variances to the Head of Finance & Accounting Department.
10. Ensure material variances are reviewed by the Audit Committee.
11. Undertake all required actions to revise budget if necessary.
12. Undertake any other works of the corporation as assigned by the Head of Finance & Accounting Department

### **REQUIREMENTS**

1. Completion of MQA Level 7 Qualification in Accounting / Finance or related field with minimum 2 years of overall experience in relevant field
2. MQA level 5 or above qualification in Accounting / Finance or any other relevant field with minimum 5 years overall experience in relevant field

### **Skills and Competencies**

1. Should be fluent in Dhivehi and English
2. Proficiency in Microsoft Office, especially Excel
3. Familiar with accounting information systems