

## **TERMS OF REFERENCE**

**Post:** Senior Officer, Budget

**Reporting relationship:** Director, Finance

**Gross Salary:** MVR 18,460.00

### **KEY RESPONSIBILITIES:**

1. Co-ordinate among departments in the preparation of the annual budget in accordance with the Finance Manual and provide guidance for all matters related to the 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 the budget are included in the 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 the 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 report 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 the budget if necessary.
12. Undertake any other works of the corporation as assigned by the Head of Finance & Accounting Department
13. Supervise and mentor a small team.

### **REQUIREMENTS**

1. MQA level 7 or above Qualification in Accounting / Finance or any other relevant field with minimum 1 year of overall experience in relevant field.  
OR;
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 able to communicate fluently in Dhivehi and English
2. Proficiency in Microsoft Office, especially Excel will be an added advantage
3. Proficiency in accounting systems and ERP systems such as Business Central will be an added advantage.