



## **JOB DESCRIPTION FOR SENIOR BUDGET OFFICER**

Title:	Senior Budget Officer
School/Division:	Finance Department
Reports to:	Director Finance through Principal Management Accountant
Location/Campus:	SINU, Kukum Campus

### **1. SUMMARY OF DUTIES**

The primary responsibility of the Senior Budget Officer is to ensure that the university's budget needs are met with a high degree of efficiency.

To provide the University with the necessary support through budget (budget planning, budget preparation, data analysis, and monitoring and report preparation) preparation, monitoring and reporting.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1 Administrative**

- Coordinate the annual budget planning and budgeting process of SINU.
- Develop and circulate the annual budget calendar for SINU.
- Perform the secretarial duties for the budget team during budget consultations.
- Take minutes and recordings for all budget meetings.
- Vets and scrutinizes the draft budgets from faculties and departments and revises them if necessary.
- Provide advice to faculties and departments on budget matters and draft budget circulars for circulation during the budget cycle.
- Organize budget consultations for faculties and departments and ensure draft budgets are submitted as per the budget calendar.
- Issue instructions to faculties and departments for the proper execution of the budget.
- Monitor the budget implementation for all cost centres and issue monthly reports to all cost centres and a consolidated report for the whole university budget.
- Organise workshops and on-the-job training for staff in faculties and departments that are involved in the drafting and implementation of the budget.
- Liaise with SIG ministries on the level of funding expected from the government on an annual basis.
- Liaise with donors on expected grant funding and other funds for projects, scholarships and research projects.



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### **2.2. Program, Project and Service Delivery**

- Ensure the development and implementation of all plans and projects are provided for in the annual budget.
- Analyze industry data, reports and economic data that have any actual or potential bearing on the University budget.
- Communication with stakeholders.
- Develop and maintain an excellent data bank of the budget which will be required for decision-making at the University.
- Remain an effective team player.
- Identify opportunities for cost savings and provide advice accordingly.
- Identify opportunities for new investments that will generate new revenue for SINU.
- Any other tasks directed by the Director of Finance from time to time.

## **3. DIMENSION**

### **3.1 Key Challenge**

- Providing customer-centric services for a diverse range of clients that have different operating objectives, structures, legacy systems, and business needs.
- Maintaining a sound understanding of current public sector practice and policy regarding finance, including relevant statutory and regulatory requirements to ensure the provision of appropriate business services, accurate advice, and information to clients.
- Exercising sound judgment and discretion when dealing with sensitive and confidential budgetary matters and related issues.

### **3.2. Resource management**

- Coordinate and provide professional guidance and advice on appropriate quarterly/monthly reporting.
- To advise the Finance Director of any issues that will have a positive or negative impact on the implementation of the budget during the year.

### **3.3 Working Environment**

- Ensure that all matters requiring action are attended to on time depending on priority.



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### **4. MEASURE OF EFFECTIVENESS**

- The financial monthly report is produced on time.
- Ensure and follow up on priority issues.
- Produce monthly statements for management and those requiring the information

### **5. DECISION MAKING AUTHORITY**

- Provision of advice to the Director of Finance on financial reports.
- Assist in the maintenance of the budget for division and reporting discrepancies.

### **6. GENERAL RESPONSIBILITIES**

- To adhere to the SINU Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues.
- To undertake such other duties as may be reasonably expected and within the rules.
- To ensure a healthy and comfortable working environment

### **7. MINIMUM QUALIFICATION**

#### **Education Background**

- At least a Degree in Business Studies, Accounting, Finance, Commerce, or a related field in a recognized institution.

#### **Professional Experience**

- At least 3 years of experience in a senior accounting position in a reputable public or private organization especially in budgeting.
- Well-versed with financial information systems, and Microsoft products. Strong computer skills, including the development of spreadsheets and reports using graphs and charts. Excellent data analysis skills (including a high degree of proficiency in MS Excel).
- Analytical mind, able to tease out figures from a mass of statistics.
- Ability to initiate and follow through with work responsibility and to meet deadlines with a minimum of supervision.
- Excellent written and verbal communication skills.



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### **8. PREFERABLE**

- A professional accounting qualification.

### **9. MEMBERSHIP**

- A member of the Institute of Solomon Islands Accountants or other professional body.

### **TERMS AND CONDITION**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the appropriate SINU Salary level for a Senior Officer under the Technical Support Services Stream. The contract is renewable subject to good performance.