

Job Description- Position

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| Position Title | Officer, Budgeting and Reporting |
| Department | Finance Department |
| Reporting To | Manager, Finance |
| Type of Position | Full Time |

POSITION DESCRIPTION

This position will support the Finance team in budgeting, financial reporting, and audit coordination for both the University (HU) and the Foundation (HUF). Responsibilities include assisting with monthly accounts, statutory financials, and preparation of reports and presentations for management and board meetings.

DUTIES AND RESPONSIBILITIES

- Monitoring and allocation of expenses against the budget.
 - Assistance in preparation of monthly management accounts for University (HU) and Foundation (HUF).
 - Assistance in preparation of statutory financials for HU and HUF.
 - Liaison with external auditors for completion of annual audits and half year review.
 - Assistance in preparation of monthly budget vs actual reports.
 - Assistance in preparation of Board Meeting working papers and presentations.
 - Assistance in preparation of project and annual budget of HU and HUF.
- Undertake other related tasks and duties as assigned by supervisor.

REQUIRED JOB SPECIFICATIONS

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| Required Qualification | <ul style="list-style-type: none"> • At least a 4-year bachelor's degree in any discipline |
| Required Experience | <ul style="list-style-type: none"> • At least 1 year of relevant experience. |

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

| <i>S#</i> | <i>Competency</i> | <i>Criticality (High / Low / Medium)</i> |
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| 1. | Analytical Skills | Medium |
| 2. | Communication Skills | Average |
| 3. | MS Office & MS Excel | High |

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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| Revision Date | 1 May 2020 | Version | |
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