

# Budget Officer

Job

Position Title: Budget Officer
Job Scale/ Grade: OP4(A)
Max. Age Limit Required: 35 years
Age Relaxation: None
Job Type: Contract
Job Field of Experience: Finance & Accounts
Min. Experience Required: 3 years of work relevant experience in the field of revenue collection & accounting.
Vacancies/Slots: 01
Advertisement Date: 28th January 2025
Last Date to Apply: 13th February 2025

## Job Description:

- To prepare annual Budget of USF & R&D Fund
- To keep record & disbursement in accordance with annual approved budget.
- Process payroll for Fund Employees, ensuring accuracy and timeliness.
- To Reconciled booking of expenditure in AGPR monthly basis;
- Maintain payroll records and address any employee queries regarding salary and benefits.
- Arrangement of Policy Committee meeting & Assist in the preparation of presentations and reports for committee discussions.
- Maintain an up-to-date cash book to record all expenses.
- Manage tax-related matters in accordance with guidelines from the federal government.
- Assist in the preparation for internal and external audits
- Ensure all documentation is organized and readily available for auditors.
- Ensure timely disbursement of funds according to the approved budget

## Education

- Bachelors/Master’s degree in relevant filed with major in Finance.

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