

Nigeria Extractive Industries Transparency Initiative (NEITI)
Job Profile – Budget Officer

Title of the position: Budget Officer.	Location of the job (Department & Division): Finance & Admin. Division
Number of subordinates: 0	Reports to: Account Team Leader
Mission/Core purpose of the job (short description)	
The position holder under the guidance and support of Accounts Team Leader will be required to manage and coordinate all the Secretariat’s budgeting systems and processes. The position holder will be required to ensure an effective means of developing budget, implementing the budget and conducting budget reviews as at when due.	
Key performance area Core, essential responsibilities/outputs of the position (KPA’s)	
Role complexity: <ul style="list-style-type: none"> • Budget Development • Expenditure Control • Budget Review • Record Management • Budget Implementation 	
Task complexity: <ul style="list-style-type: none"> • Take lead role in budget development, implementation and review. • Develop an integrated system of ensuring effective expenditure control and management. • Prepares and amends budgets, in coordination with team leaders, departmental directors and management; Monitors expenditure rates of various expenditure lines; • Reviews performance reports, analyzes status of budget performance, and monitors corrective action plans implemented to improve performance; • Prepares project, contract, events, and other programmes’ performance reports, including planned to actual attainment of fiscal and programmatic goals. 	

- Presents performance reports to management, and other entities, as necessary;
- Analyzes expenditures and program performance to identify trends, shortfalls, opportunities for improvement, and other factors influencing quality performance;
- Coordinates with team leads and accounting staff to review budgets and expenditures on a regular basis;
- Meets with funding source accounting and program staff to address issues, monitor progress, and review status of monitoring reports and corrective actions;
- Reviews and updates expenditure and program performance data to ensure data
- Develop periodic report of budget performance for management information and further decision.

Supervisory Complexity:

- None.

Leadership Complexity:

- None.

Managerial complexity:

- None.

Creativities (improvement/innovation inherent):

- Keep the position’s role abreast with new trends in budgeting and budgeting processes
- Devise effective means of accomplishing assigned tasks

Vulnerabilities (control span)

- Government policies
- Data from other departments
- Interdepartmental dependencies

Collaboration

Responsibility towards:

- **Direct report:** None
- **Matrix report:** None

<ul style="list-style-type: none"> • Key customer: Company's staff • Key supplier: Departmental Directors, all other staff • Relations: All staff
Discretionary space
Independent thought and Judgment: <ul style="list-style-type: none"> • Adherence to established policies and procedures. • Exhibition of NEITI values
Minimum Requirements
Education: <ul style="list-style-type: none"> • B.Sc. or Higher National Diploma in Accounting/Business Administration/Finance or any relevant field
Experience: <ul style="list-style-type: none"> • At least 5 year relevant experience out of which 2 years in similar role.
Training: <ul style="list-style-type: none"> • Budget Management • Advance Computer Skills • Advance Accounting. • Reporting/Business Writing • Relationship Management
Competencies
Knowledge: <ul style="list-style-type: none"> • Expenditure control • Generally accepted accounting principles • Fund accounting • Budgeting and budget control • NEITI Policies & Procedures
Skills / physical competencies: <ul style="list-style-type: none"> • Interpersonal skills. • Problem solving. • Analytical skills. • Time Management skills. • Communication skills at all levels. • Reporting skills.

Behavioural qualities:		
<ul style="list-style-type: none"> • Integrity and transparency. • Good work habit with minimal turnaround time. • Enthusiasm and zeal towards work 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure internal customer satisfaction • Ensure achievement of agreed KPI's • Ensure that the client/customer experience lives up to the brand promise 		
Sign-off / Approval		
HR Manager:	Director F&A:	CEO:
Date:	Date:	Date: