



Job Description

1. Job Details:

Job Title:	Budget and Planning Specialist	Reports to:	Head of Finance
-------------------	--------------------------------	--------------------	-----------------

2. Job Purpose:

To ensure effective operational financial planning, monitoring and reporting.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:		n/a	
Number of Staff Supervised:	0	Direct Reports:	0
		Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Analyze financial results and variances on a monthly basis for all departments
- Establish, maintain, and coordinate the implementation of budgeting procedures in line with QF Finance policies and procedures
- Responsible for the preparation and verification of fund transfer requests (AFE) for all departments
- Produce financial reports for executive committee meetings and board meetings as requested
- Provide historical and analytical information to facilitate Annual Plan preparation and presentation. Prepare and / or review a wide variety of costing and budgeting reports as requested
- Work with QNL budget holders to prepare budget projections; monitor and update projections
- Manage and upload budgets into the Hyperion system when the budget cycle opens
- Manage and consolidate the annual budget carry-over process as requested
- Prepare reconciliations of all accounts on monthly and yearly basis
- Do maintenance of accounts
- Responsible for Budget redistribution
- Prepare budget and actuals reports on monthly and yearly basis
- Maintain appropriate financial records and files
- Identify budget issues, provide alternative solutions and resolve issues
- Assist with the submission of budget data, identify and correct errors or discrepancies, and provide clarifications on significant budget variances
- Prepare and manage supplementary budget requests
- Work closely with QNL Procurement to ensure proper account coding for each request and receive up-to-date encumbrance balances
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Supervisor – regular contact to receive work assignments and guidance and to provide progress reports
- QNL Management – regular contact to provide periodic financial reports
- Budget holders – contact as needed to provide budgeting guidance and training
- Procurement – contact as needed to exchange information

HF

Budget and Planning Specialist

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information whilst exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Accounting or Finance
- CPA, ACCA, MBA, or equivalent preferred
- 2-5 years of relevant full-time work experience
- Excellent analytical and financial modelling & reporting skills
- Understanding of enterprise resource planning (ERP) systems
- Strong interpersonal, communication, and presentation skills
- Good writing skills, with the ability to draft and edit a variety of written reports and communications, and articulate ideas clearly and concisely; proficiency in Arabic an advantage
- Proficiency in MS Office applications