

Terms of Reference

Post: Budget Administration Officer
Post Classification: OP1, Level 1

Department: Financial Management and Control
Division: Investments and Financial Management

Main Responsibilities:

- Ensuring proper accounting documents are in place to ensure accurate and timely recording of accounting information;
- Preparation of documents necessary for processing payments;
- Posting accounting information to accounting information systems;
- Conducting checks and cross checking documents to ensure consistency of documents;
- Maintaining fixed asset register;
- Conducting reconciliation of accounts assigned;
- Preparation of variance reports;
- Preparation of reports as assigned;
- Filing of documents and document management;
- Handling special projects and program accounting; and
- Any other relevant tasks assigned by the Accountant, or the Financial Controller.

Minimum Qualifications:

- A minimum of 3 C passes in GCE A' Level (including Accounting), and a C pass in Dhivehi language in HSC Examinations.

Experience:

- A minimum of 1 year of professional work experience in a relevant field.

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