Job opening for Budget Director, University of Liberia

The University of Liberia is seeking a professional and experienced Budget Director to develop the budget department and oversee its implantation. The Budget Director will be a strategic thought-partner, and report to the Vice President for Finance & Fiscal Affairs. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the entire finance, department.

The University strategic planning process; implements and monitors current year operating budget; and provide cost studies and analysis. This division develops the state appropriation request, income and expense projections, tuition projections, and information pertinent to salaries, employee benefits, new program initiatives and other general university operating cost increases.

Requirements:

❖ Proven work experience as a Budget Director/Analyst
❖ Experience with accounting and statistical software packages
❖ Knowledge of MS Excel (specifically, advanced formulas, pivot tables and charts)
❖ Familiarity with forecasting methods and data analysis
❖ Excellent numeracy skills with an attention to detail
❖ Strong analytical skills
❖ Knowledge of accounting best practice and regulations
❖ Ability to explain budgeting and financial information in plain terms

Qualification and skills

❖ Must have BSc in Accounting, MA is an added advantage or related field
❖ Excellent oral and written skills
❖ The successful candidate should have at least five years of professional work experience in Finance and accounting with solid background in Government and Non-govermental organizations.

Job Description
1. Implement budget planning and monitoring programs in accordance with the financial goals and objective of the University of Liberia, division, business initiatives and related missions;

2. Develop recommend and implement budget policies and guidelines for the preparation of the annual budgets for the University of Liberia;

3. Represent finance and administration on a wide range of planning matters, such as leading and/or participating in special projects, serving on University committee and ad-hoc teams, making presentations to senior staff administrator;

4. Lead the annual budget development process, which includes the University budget council and the cabinet, resulting in the normal combined operating and capital budget for the University that recommended for the Board of trustee;

5. Meet with Deans, Directors and other administrative staff to clarify budgetary requirements, answer questions related to the preparation of the budget to assist the programs in the preparation of their requests;

6. Direct and manage studies and analysis of budget and planning information to respond to internal and external quarries and provide critical management information and other analysis senior decision-makers;

7. Coordinate responses to inquiries and requests from the Cabinet and the Board of Trustees on University of Liberia budget performance;

8. Submit schedule and related analysis regarding University revenues and expenditures/transfer to executive leadership and Board of Trustees;

9. Supervise and coordinate the University’s fiscal year and reconciliation for management reporting;

10. Develop financial models and prepare statistical analysis;

11. Lead the section and oversee the implementation to technology as needed to carry out the mission of the Business & Finance Office;

12. Develop the criteria formats and guidelines to be used by the University of Liberia Programs in the preparation of their annual and multi-year budget request;
13. Identify and determine cause of problems; develop and present recommendations for improvement of established process and practices;

14. Perform other duties as assigned by the Vice President for Finance & Fiscal Affairs of the University of Liberia

**Addressed all Applications electronically to:**

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