

JOB TITLE: SENIOR BUDGET ANALYST

GRADE: 10

RESPONSIBLE TO: Supervisor, Budgeting

BASIC FUNCTION Under direct supervision, collects, analyzes and reviews data related to Hospital budgeting process; assists in the preparation of financial plans, progress reports, allocation and re-allocation of funds.

PRINCIPAL DUTIES:

- Participates in the preparation of yearly Hospital budget request to the Ministry of Finance.
- Participates in the preparation of yearly operational budget as Management tool.
- Reviews budget request submissions from various departments.
- Assists in budget allocations.
- Analyzes budget variances for control purposes.
- Analyzes data related to actual expenses in terms of the size of activities; reports on trends and other statistical occurrences.
- Monitors expenditures and deviations from allocated budget.
- Coordinates with Procurement and Planning Department to ensure compliance with allocated departmental budget.
- Coordinates with Manpower Services regarding MSR changes to determine if funds are available or if the transaction requires additional funds.
- Prepares special budget reports as required.
- Maintains suitable filing system for all reference documents in area of responsibility.
- Assists in the implementation of policies and procedures for accounting and finance functions.
- Follows all related Hospital policies and procedures.
- Participates in self and others' education, training, and development, as applicable.
- Performs miscellaneous job-related duties as assigned.


EDUCATION

Bachelor's Degree in Administrative Sciences, major in Accounting or related discipline; or Master's Degree in Accounting or related discipline.

EXPERIENCE & OTHER QUALIFICATIONS:

Four (4) years of related experience with Bachelor's Degree.
Two (2) years of related experience with Master's Degree.
Computer literacy and English proficiency required.

APPROVED

APPROVED/DATE: 14 Shawwal 1427 05 November 2006	PREPARED BY: Mohammad Obaid Al-Ghamdi Director, Financial Services Dina Al-Kheraiji, HRA 	JOB CODE 0257	DEPARTMENT: Financial Services
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