



## Communications Officer – Budgets

### **JOB SUMMARY**

Reporting to the Communications Manager and the Director of Programming, the Budgets person is responsible for assisting the Communications Manager with monitoring the budgets of the various departments within Random Acts. The Compliance Officer assists with information gathering, budget planning and creating reports.

### **RESPONSIBILITIES**

- Supports a variety of analyses and reporting functions for the preparation of the organization's annual budget and forecasting activities.
- Experience using the following in Excel: Pivots, Slicers, V-Lookup, H-Lookup
- Plans and co-ordinates the review of budget submissions;
- Reviews, analyzes and finalizes cost estimates and budget proposals, in terms of staff and non-staff requirements
- Manages/issues allotments/appropriations, including redeployment of funds when necessary, ensuring appropriate expenditures
- participates in inter-departmental meetings on matters related to resource requirements, programming, financial and budgetary issues
- Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources
- Ability to develop budgetary policies, procedures and new programs
- Reports to the Internal Communications Manager

### **DESIRED QUALIFICATIONS AND SKILLS**

- 1-2 years experience working in budgets preferred
- Strong skills in Excel, especially the areas mentioned above
- Excellent organizational and time management skills
- Ability to handle multiple tasks at once
- Ability to communicate effectively with people
- Bachelor's degree in business or finance seen as a plus