

Budget Analyst Job Description template

Budget Analyst Job Description Template/Brief

As a Budget Analyst, you will be responsible for developing and maintaining budgets for assigned programs and/or functions, as well as performing various ad hoc analyses to support the decision-making process. You will also be responsible for providing input into the development of organizational budget policies and procedures.

Budget Analyst Job Profile

A budget analyst job description involves supporting an organization's financial planning process by providing accurate and timely data analysis. Budget analysts typically work in the financial planning and analysis department of an organization and are responsible for ensuring that the organization's budgeting process runs smoothly. In addition to supporting the financial planning process, budget analysts may also be responsible for preparing and managing the organization's budget, as well as providing analysis and reports to decision-makers on a regular basis.

Reports To

- Director of Financial Planning

Budget Analyst Responsibilities

- Supporting the organization's financial planning process by collecting and analyzing data
- Preparing and managing the organization's budget
- Providing analysis and reports to decision-makers on a regular basis
- Monitoring trends and variances in budgeted and actual costs
- Identifying cost-saving opportunities
- Preparing presentations on budget results and forecasts
- Performing ad-hoc analysis as needed

Budget Analyst Requirements & Skills

- Bachelor's degree in business, finance, accounting, or a related field
- 2-5 years of experience in budgeting, financial planning, and/or analysis
- Proficient in Excel and PowerPoint
- Excellent analytical and problem-solving skills