

This Budget [Manager](#) job description template includes key budget manager duties and responsibilities. You can post this template on job boards to attract prospect applicants.

### Job Brief:

We are looking for a responsible [Budget](#) Manager to develop our company's budget and oversee its implementation. You will also review budget proposals and prepare financial documents and reports.

Our ideal candidate holds a degree in Accounting or Finance and is familiar with legal regulations of accounting and budgeting. You should combine excellent numeracy skills with the ability to analyze and present complex data. To be successful in this role, you should be able to use critical thinking to create financial forecasts and make budgeting decisions.

Ultimately, you should plan, evaluate, design and implement our company's budget, ensuring [business growth](#) and compliance with the law.

### Responsibilities:

- Designing effective budget models for departments and the entire company
- Analyzing financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget
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- Present annual budgets to senior managers
- Review budget requests for approval
- Forecast future budget needs
- Identify variances between actual and budgeted financial results at the end of each reporting period
- Suggest spending improvements that increase profits
- Review the company's budget for compliance with legal regulations
- Ensure department managers meet budget submission deadlines
- Design and implement effective budgeting policies and procedures

### Requirements:

- Proven work experience as a Budget Manager or [Budget Analyst](#)
- Hands-on experience with accounting software and statistical 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 practices and regulations
- Ability to explain budgeting and financial information in plain terms
- BSc/MSc degree in [Accounting](#), Finance or relevant field