

JOB DESCRIPTION **BUDGETING AND COMPLIANCES OFFICER**

JOB DETAILS			
Position Title:	Budgeting and Compliances Officer	Grade	
Department/Division:	Finance Department		
Reports to:	Finance Manager - Budgeting & Payables		
Supervises:	None		
Last Updated on:	June 19, 2025		

Job Purpose

A detail-oriented and analytical professional to oversee the university's budgeting process, internal controls system, and regulatory compliances. This role ensures accurate budgeting, financial planning, and compliance with internal policies and external regulations.

Job Responsibilities

a) Budget Management

- Assist in coordinating the annual budgeting process in collaboration with department heads.
- Facilitate review and consolidation of departmental budgets.
- Monitor and analyze actual vs. budgeted expenditure and provide variance analysis reports.
- Recommend cost-saving initiatives and improvements in budget controls.
- Support forecasting and financial planning activities.

c) Internal Controls & Compliance

- Ensure adherence to financial policies, procedures, and internal controls.
- Assist in internal and external audits, providing necessary documentation and explanations.
- Maintain up-to-date knowledge of regulatory requirements related to financial transactions.
- Assist in designing, implementing, and maintaining internal financial controls and procedures.
- Support in evaluating the effectiveness of existing controls and recommend improvements.
- Facilitate periodic risk assessments and control reviews across financial processes.
- Assist in compliance reporting and filings to regulators, donors, and other stakeholders.
- Support initiatives to automate and streamline financial processes.

d) Reporting & Analysis

- Prepare periodic financial reports related to budgeting and supporting analysis.
- Provide insights and recommendations to inform financial decision-making.
- Monitor KPIs related to budgeting and payables and suggest improvements where necessary.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate
- Perform other tasks and duties as assigned/needed in order to meet the requirements of the role and the goals of the University

Required Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or a related field (CPA, CIA, CMA preferred).
- Minimum of 3 years' experience in budgeting, financial planning, and internal controls audit.
- Strong knowledge of accounting principles, financial systems, and ERP software.
- Proficiency in Microsoft Excel and other financial reporting tools.
- Excellent analytical, organizational, and problem-solving skills.
- Strong attention to detail and commitment to accuracy.

Preferred Minimum Qualifications

- Big 4 audit experience (internal audit would be preferable).
- Prior experience in the education sector is preferable (but not required).
- Proven knowledge of UAE tax laws and regulations.
- Proven knowledge of financial reporting standards (e.g., IFRS).
- SOX audit experience would be a plus.

Application Procedure:

Please email your application to careersdubai@rit.edu and include the following in your application:

- Subject line must include the source, your name and position you are applying for;
(Name – Budgeting and Compliances Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: www.dubai.rit.edu.