

CREDIT GUARANTEE AND INVESTMENT FACILITY

Credit Guarantee and Investment Facility (CGIF), a Trust Fund of the Asian Development Bank (ADB), was established by the Governments of 10 ASEAN countries and Japan, China, and Korea (ASEAN+3) and ADB as a key component of the Asian Bond Markets Initiative (ABMI) of ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and resilience of the financial markets and to prevent disruptions to the international financial order by developing deep and liquid local currency and regional bond markets. The main function of CGIF is to provide credit enhancement to allow investment-rated issuers to issue local currency bonds in ASEAN+3 countries.

CGIF is looking for a Budget and Planning Officer, a locally recruited staff. The individual will perform well defined assignments in an efficient and effective manner to assist the Head of Budget, Planning, Personnel and Management Systems (BPPMS) and other colleagues. Selected candidates will be offered locally competitive salary and benefits.

Budget and Planning Officer

The Budget and Planning Officer, locally recruited, will assist the Head of BPPMS in organizing, preparing and monitoring of CGIF's budget in support of CGIF business plan; conducting research to support corporate planning initiatives and activities; and prepare CGIF's Annual and Progress Reports in a timely, effective and efficient manner.

Responsibilities will include:

- Assist in the preparation of the annual administrative budget by compiling and consolidating budget inputs, and provide analysis of various budget parameters and cost drivers affecting the budget
- Provide detailed budgetary analysis by budget expense category, expense line items and expense sub-items and their impact to the budget growth in terms of volume and price factors
- Contribute to accurate and efficient recording of financial and budget data
- Prepare detailed budget monitoring reports, consistent with actual financial reports and in line with operational requirements
- Monitor budget utilization levels and recommend corrective action, if necessary, to ensure efficient allocation of resources.
- Assist in conducting research and preparation of various background papers, presentations and reports required for budget and planning initiatives of CGIF
- Assist in preparing financial, annual and progress reports by coordinating inputs from various departments as well as developing further content under the guidance of the Head of BPPMS
- Any other relevant duties that may be assigned based on business needs

Qualifications

- A university degree in accounting, business administration, commerce or finance, preferably a Certified Public Accountant (CPA)
- At least 8 years combined work experience and training in areas of accounting, auditing or corporate planning
- Good computer skills with sound knowledge and proficiency in the use of Microsoft Word, Excel, and Powerpoint
- Good knowledge and understanding of institutional administrative budget formulation, monitoring and managing resource utilization
- Working knowledge in financial analysis, financial report generation and presentation
- Attention to detail with a high degree of accuracy
- Ability to work with minimum supervision, and maintain composure under pressure
- Excellent oral and written communication skills in English
- Added advantage for candidates with:
 - Good understanding of financial statements and working knowledge of IFRS
 - Intermediate level experience in financial modelling using Microsoft Excel
 - At least two years of experience doing in corporate planning or performing research in their role

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present and expected salary, a recent photograph, a contact telephone number and an email address to “Head of BPMS” at HRAdmin@cgif-abmi.org with the subject of the email listed as “Application for Budget and Planning Officer” no later than 31 January 2015.

Only shortlisted candidates will receive notification on the next stage of evaluation.