

Position: Budget Support Officer

Department: Finance Department

Employment Type: Full-Time

Reports to: General Manager – Finance

Job Purpose:

The Budget Support Officer plays an important role in supporting the Bank's financial planning and budgeting processes. The position is responsible for assisting with the preparation, monitoring, forecasting, analysis, and reporting of the Bank's operating and capital budgets. The role provides accurate financial information and data-driven insights to support effective management decision-making while ensuring compliance with the Bank's financial policies, procedures, and budget planning requirements.

Key Responsibilities and Duties:

- Assist with the preparation and consolidation of the Bank's annual operating and capital budgets.
- Support departments and branches with budget templates, guidelines, timelines, and data requirements.
- Monitor revenues and expenditures against approved budgets and identify significant variances or potential overruns.
- Analyze budget performance and prepare variance reports and explanations for management.
- Assist with the preparation of quarterly operating and capital budget forecasts.
- Prepare financial reports and discussion papers comparing actual results, forecasts, and approved budgets.
- Ensure budget activities comply with the Bank's Budget Planning Policy, financial policies, procedures, accounting standards, and regulatory requirements.
- Maintain accurate and organized budget records and documentation.
- Respond to routine budget-related inquiries and provide support to internal stakeholders.
- Assist with internal and external audit requests related to budgeting and financial information.
- Participate in budgeting, financial planning, meetings, training, and other related activities.

Education & Experience:

- Bachelor's Degree in Accounting, Finance, Business Administration, Economics, or a related field.
- Three (3) to five (5) years of proven experience in financial planning, budgeting, accounting, or a related field.

Knowledge, Skills & Abilities:

- Advanced proficiency in Microsoft Excel and financial analysis tools.
- Working knowledge of financial management and ERP systems.
- Strong ability to analyze financial data, identify trends, variances, and potential issues.
- Basic knowledge of data analysis and manipulation, including SQL, is an asset.
- Excellent analytical, problem-solving, and organizational skills with strong attention to detail.
- Strong communication skills with the ability to explain financial information to non-financial stakeholders.
- Ability to manage multiple priorities and meet tight deadlines, particularly during critical reporting periods.

Interested candidates can send a cover letter and résumé to:

People & Culture Department Email: careers@belizebank.com

(Subject: Budget Support Officer – Finance Department)

DEADLINE FOR APPLICATIONS is September 7, 2026 at 11:59 pm

**Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*