

FINANCE MANAGER:

OBJECTIVE

The main objective of the position of the Financial Manager is

- to ensure proper maintenance of financial records,
- to provide timely financial information for the Project Coordinator and funding agencies ,
- to ensure compliance with the applicable Financial Guidelines, financial management processes and applicable laws and Statutes.

SCOPE OF WORK

The Finance Manger be having the primary reporting line to the Project Coordinator and the secondary one to the Funding agencies through the LIAs

The essential responsibilities would include:

- Prepare budgets for planning and coordination of Sabah , Afghanistan activities,
- Maintain the accounting system for the Project which will ensure full documentation and recording of sources and uses of funds, utilizing standard accounting procedures, and preparing and maintaining accounting and financial records.
- Liaisoning with Internal Auditors and Statutory Auditors and ensuring timely completion of the audit and obtaining Audit Reports.
- Preparing and consolidating monthly Bank reconciliations and other reconciliations,
- Preparing periodic financial and management reports for submission to the Funding Agencies/LIAs etc
- Maintaining the Fixed Assets Register
- Prepare quarterly Financial Management Reports
- Carry out any other periodic duties assigned by the project coordinator
- Overseeing the FM aspects related to SABAH Afghanistan project components
- Execute all above responsibilities in compliance with Financial Management Guidelines of the Funding agencies and in complete compliance with the Afghanistan Legal & Taxation structure.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

For appointment of this position, the candidate must:

- Have an internationally recognized accounting qualification (e.g., Chartered Accountant, Certified Public Accountant)
- Have Bachelors or Honours Degree in financial management or accounting and a Masters degree in Management would be an advantage.
- Have at least 2 years of post-qualification experience of work. Experience of NGO projects with International funding is desirable.
- Have understanding of Afghanistan business environment and regulations
- Some experience of Accounting software and computer literacy (word processing, spreadsheets, databases)

Required Skills and Specialized Techniques

- Analytical skills, ability to develop and implement accounting systems
- Supervisory Skills

- Conflict Management skills
- Fluency in written and oral English is essential.
- Report writing skills
- Integrity and Confidentiality
- Communication, interpersonal skills and time management
- Use of computerized accounting system / financial systems and the development of accounting reporting tools

REPORTING/SUPERVISION

The Financial Manager will work closely with Project team and will be supervised by the Project Manager. He/ She would report to the local Project head and to LIAs/Finding Agency as required from time to time.

DURATION OF CONTRACT AND RENEWALS:

Duration of the initial contract will be for three (3) months. On confirmation, after three months, the position shall be on One year Contractual arrangement. The Confirmation and extension of the contract will be subject to satisfactory performance of the contracted applicant.

Receipt of Application : by close of Business on 25th February 2013