

Job Description

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| Job Category: | Operations |
| Minimum Education Level: | University Graduated |
| Vacancy Number: | HiH-AF 002/16 |
| Position Title: | Admin/ Finance Officer |
| Organization: | Hand in Hand Afghanistan |
| Duty Station: | Kabul Province |
| Duration: | One Year (Extendable) |
| Gender: | Male |
| Salary Range: | Based on the organization salary scales |
| Announcing Date: | 15, Mar 2016 |
| Closing Date: | 21, Mar 2016 |
| Nationality: | Afghan |
| Number of Position: | One |
| Job Type: | Full time |
| Shift: | 07:30 AM – 04:30 pm |
| Job Status: | Interviewing |
| Experience: | At least 3 years |

Background

Hand in Hand Afghanistan (HiH Af) is a not-for-profit organization based in Afghanistan. It started operations in 2007, following a request at the 2006 London Donor Conference. HiH Af is part of the international Hand in Hand (HiH) network of independent organizations, working together towards a shared vision to alleviate poverty through job creation. The overall Hand in Hand mission is to promote the economic and social empowerment of women, by supporting the creation of sustainable enterprises, improved livelihoods and jobs.

The Hand in Hand Afghanistan currently operating in Balkh, Samangan, Jawzjan and Sar-e pul through its main office in Kabul and regional office in Mazare Sharif Balkh province.

Duties & Responsibilities:

- Working in close collaboration with Chief Finance Officer (CFO) to provide technical inputs and assistance to manage funds, formulate financial policies and to develop financial plan.
- Assist CFO in generating financial statements to all internal and external interested parties.
- Review monthly fund request and projection of provinces considering funding sources.
- Ensure expenses are allowable, allocable, reasonable and are in accordance with financial and procurement policies and procedure.
- Controlling the day to day transactions of both Kabul and provincial and provide on time feedback.
- Make sure that vouchers are accurately coded and numbered, and track them into accounting software (QuickBooks).
- Ensure timely and accurate remittance of withholding taxes to Revenue and Tax department of MoF.
- Perform any other appropriate tasks that support the overall project, as assigned by the supervisor or his designee.

Job Requirements

- University / Bachelor degree in finance /ACCA.
- At least 3 years of experience working in Finance department.
- Advance knowledge of QuickBooks.
- Well organized, self-starter and able to work independently.
- Fluent in Dari/Pashto and English languages (Reading, Writing and Speaking).
- Great team working, communication, presentation and interpersonal skills
- Able to deal with difficult situations, multiple deadline and work under pressure.
- Ability to travel to target areas / provinces/ districts.
- Competency in using computer programs particularly Excel.

Contact Information

Interested applicants should submit their application comprises of one page cover letter explaining your interest and suitability for the position along with updated CV.

The application should send via email to: cfo@handinhand.org.af and cc info@handinhand.org.af , please note that, applications received after the closing date (Mar 21, 2016) will not be given in consideration. Only shortlisted candidates whose application meets the above criteria will be contacted for interview.