Admin and Finance officer (Re Announced)

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Dec 04, 2024
Published : Nov 28, 2024
Employment Status : Full Time
Experience : Any
Salary : As per Organization Salary Scale
Gender : Male
Career Level : Any
Qualification :

About Afghan Family Guidance Association |AFGA:

About AFGA:

Afghan Family Guidance Association (AFGA) is an Afghan non-governmental, not-for-profit and non-political organization established in 1968. Alongside the Ministry of Public Health, AFGA has been working in the field of Reproductive Health since its inception. AFGA is a fully accredited member of the International Planned Parenthood Federation (IPPF) and an important partner of UNFPA.

A committed team of more than 600 experts are working in 11 provinces of Afghanistan to achieve AFGA goals and objectives. AFGA provides health services to the most vulnerable and hard to reach communities through over 140 service delivery points.

About Hospital:

AFGA is in the process of establishment of a 20-bed hospital in Kabul, aimed at providing quality Reproductive Health services to mothers and newborns. The hospital will be fully equipped with modern medical equipment, facilities and staffed by experts.

As part of a long-term development plan, hospital services will continuously expand, serving as the central hub for AFGA outreach and small Service Delivery Points (SDPs) to refer patients needing advanced care. The hospital will adhere to national and international standards for patient safety and quality service, ensuring it meets the needs of target communities.

Job Description:

Job Summary:

The Admin & Finance Officer will be responsible of the overall activities related to the administration and finance of the hospital. Following are the major responsibilities:

Administration:

• Leads and supervises all the guards of clinics and make sure the security guards are following the AFGA security norms.
• Prepare guards duty timetable (schedule) as required on weekly and monthly basis.
• Responsible for monitoring the visitors' book and ensure that all visitors are searched, registered and escorted in the hospital and other facilities by security guards.
• Provide lunch facility to hospital staff and make sure the meal is clean and hygiene.
• Conduct physical visit to kitchen to make sure the kitchen is clean and all pots are clean.
• Make sure the fixed assets belong to hospital are recorded in tracker.
• Responsible to issue tag numbers to AFGA fixed assets.
• Provide maintenance support to the hospital.
• Assisting the performance and schedule of activities of transport affairs.
• Maintain properly ambulance and other hospital related vehicles and ensure the accuracy of documents.
• Maintain properly generator, solar system and other machineries used in hospital.

Finance:

1. **Accounts and Recording**
   - Ensure all posted vouchers into accounting software on daily basis are correct and accurate.
   - Ensure that all information in the accounting software is correct and complete.
   - Preparing vouchers for cash and bank payment and ensure the accurate accounts code.
   - Ensure prepared tax summary for all projects and recording into manual tax database on timely base.
   - Ensure recorded all vendors tax in the tax database for tracking in upcoming month payment is precise.
   - Ensure recoded fixed assets in the fixed assets database on timely base are accurate.
   - Ensure recorded daily bank and cash payment in the prescribe cash book are accurate.
   - Ensure recorded all vouchers in the voucher recording database are accurate and proper.
2. **Filing and Supporting Documentation**
   - Confirm all vouchers are properly filed with specific coding for each project.
   - Confirm 'Paid' stamped of all the invoices and related documents before filing.
   - Confirm completeness of supporting documents in all respect which includes validity of signatures, cross-checking attendance and time sheets and verifying payments to staff.
   - Confirm all the financial documents are properly filed & tagged.
3. **Cash and Payments**
   - Prepare cash book and monthly cash balance certificates to Finance Manager.
   - Prepare all required cheques and cheque books approved documents are available.
   - Ensure all cash are kept in a proper and suitable manner and also in line with cash threshold as per finance policy.
   - Ensure processing of petty cash transactions on daily basis are accurate.
   - Ensure petty cash is replenished on time to meet daily cash needs.
   - Carry out cash count as per the AFGA policy and schedule.
   - Document and file the cash count sheets for records.
   - Processing payments of projects during training, field and events.
   - Coordinate with head office and field staff for advance issuance and their timely adjustment of advances and acquiring supporting documentation.
   - To assist the Finance Manager in ensuring that timely and accurate payments are made.
   - Ensure petty cash is replenished on time to meet daily cash needs.
   - To assist the Finance Manager in ensuring that timely and accurate payments are made.
4. **External Liaison**
   - Check and ensure submission reports to MoEC on timely base are accurate and entered into system.
   - Check and ensure preparing and submission of organization tax documents to MTO on timely base.
   - Visit Bank for necessary collection & submission of financial documents.
5. **Reporting**
   - Assist Finance Manager in preparation of quarterly finance reports and donor reports.
   - Preparation and submission daily, weekly and monthly cash report.
   - Preparation and submission monthly action plan and progress report.
6. **Audit and Spot Check**
   - Assist Finance Manager for conducting external and internal audit.
   - Assist Finance Manager for conducting spot check by UNFPA project.
   - Submitting the entire supporting documents to internal, external audit and spot check.
7. **Any Other Points**
   - Ensure effective management of financial operations and strengthen internal control including enforcement of financial discipline / guidelines.
   - Photocopies & scanning of all necessary documents/Instrument.
   - Perform any other task assign by the line manager.

Job Requirements:

• Bachelor of Business and Administration, Economic, or another field
• At least 3 year working experience in the field of administration, logistics & procurement with the well-known organizations.
• Fluent in English, Dari & Pashto (both written & verbal).
• Computer skills (Ms. Office & Windows)

Submission Guideline:

Qualified & interested candidates are highly encouraged to apply for this position through the below-mentioned link. The AFGA HR Department can only consider applications submitted through the official online application portal. Manual applications will not be accepted. When submitting your application, please ensure that you include your CV and cover letter in a single combined PDF file. Do not attach any additional documents such as education certificates, experience letters, or other related materials

Due to a high volume of applications received, the AFGA HR Department is will not be able to reach out individually to each candidate. If you have not received an email or call from the AFGA HR Department, please understand that your application has not been considered for this particular opening at this time.

http://hrmis.afga.org.af/Applicant/Apply/AFGA_98054058

We would like to strongly encourage qualified local candidates to apply for the current vacancy

AFGA Recruitment Process Commitment:

At AFGA, we do not accept any kind of recommendation, favoritism, or discrimination during the recruitment and selection of candidates. Our process is designed to be objective and merit-based, focusing solely on the qualifications, skills, and experiences of the applicants.

We want to assure all candidates that their applications will be evaluated equally, without any undue influence or bias. AFGA is dedicated to building a diverse and talented workforce that can contribute to the organization's mission and objectives

Submission Email:

http://hrmis.afga.org.af/Applicant/Apply/AFGA_1353940428

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Education & Experience

At least 3 year working experience in the field of administration, logistics & procurement with the well-known organizations.

Must Have

At least 3 year working experience in the field of administration, logistics & procurement with the well-known organizations. Bachelor of Business and Administration, Economic, or another field

Educational Requirements

Compensation & Other Benefits