

Finance Manager (Re Announced)

The logo for Actionaid, featuring the word "actionaid" in white lowercase letters on a red square background.

tvt07998@gmail.com

Phone :

Web :

Job Summary

Vacancy :
Deadline : Dec 12, 2024
Published : Nov 28, 2024
Employment Status : Full Time
Experience : Any
Salary : As per Actionaid salary scale
Gender : Any
Career Level : Any
Qualification :

Job Description

About ActionAid Afghanistan:

ActionAid is a non-governmental & non-profit international organization working towards achieving a world without poverty and injustice in more than 40 countries in Africa, Asia, Europe, and the Americas. ActionAid started its activities in Afghanistan in 2002 and was registered in Ministry of Economy of Afghanistan as non-governmental international organization "INGO". ActionAid-Afghanistan committed itself a long-term work with poor and excluded sections of the society through the Human Rights Based Development Approach, WASH, and livelihood programs in multiple provinces of Afghanistan

Job Description:

Job Summary:

The position exists to ensure the financial, management and legal integrity of AAI Afghanistan within the framework of the policies and procedures established internationally and the requirements of local and international law are adhered to and complied with. The position is also to provide financial management direction of AAI Afghanistan to help ensure that AAI Afghanistan overall strategic objectives are met and ensure the continual improvement in monitoring, control and reporting of expenditure of partner NGOs of funds given by ActionAid International. This position also manages the admin, IT and logistics/ procurement units of the country program. The functional team management will change from time to time.

Responsibilities and Tasks

(Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility)

Job Responsibilities 01: System Development, Update and Compliance

- With support of the Internal Audit Manager, review and ensure that all organizational policies and procedures in Afghanistan comply with AAI International standards and local relevant laws and regulations, and reflects the needs and objectives of the organisation and staff
- Recommend to the CDs any changes that might be required to develop or improve the organisation in finance – admin and logistics areas of responsibilities
- Implement all necessary policies and procedures to ensure that correct procedures are followed by ActionAid, Afghanistan Staff.
- Support the CD in review and update of ActionAid's finance policies and procedures at country level and advise the SMT on the potential implications of the new system, policies and procedures
- Adhere/ Comply with approved organizational policies and procedures
- Ensure compliance to AA policies; donor requirement and local law.
- Support the CD in updating finance and procurement policy in line with the global FMF or law of the land.
- Design, update and implement forms/ templates/ procedures/chart of accounts in line with financial policy and law of land as well as donors' requirements.
- Update, maintain and backup the accounting software as per schedule and guidance from IS system team.
- Reconcile/review the Balance Sheet items at the end of period [\[AN1\]](#)
- Ensure that the filing systems (soft and hard) are created and maintained and could be easily accessed and referred to.
- Ensure the taxes/ compulsory deductions are withheld and paid within the time frame as per local law.
- Ensure ActionAid's adherence to local and organizational financial (including taxation and audit) laws, requirements and compliances.

Job Responsibilities 02: Technical Specific

Cash flow management:

- Manage the cash flow process including cash flow planning; cash requirement and disbursement with AAI, partners and donors.
- Making sure that there is sufficient cash for activity at any time but within the cash balance policy.

Procurement:

- Check compliance to procurement policies.
- Review contract with suppliers to make sure that term and conditions on finance are in line with policy/practice.

Exchange rate management:

- Set appropriate budget exchange rates for donor funded projects with necessary analysis to minimize negative impact of the exchange rate fluctuation.
- Ensure the assets and liabilities held in other currencies are revaluated periodically to reflect the prevailing rates.

Job Responsibilities 03: Peoples Management

- Ensure an enabling environment for staff performance, recognition and reward of finance function to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Direct and control the staff of the function to ensure that they are appropriately motivated and trained to carry out their responsibilities to the required standards
- Participate in recruitment and induction of staff under supervision.
- Provide coaching mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively
- Assign performance objectives and conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary to supervised staff, identifies training needs during appraisals.
- Provide financial management training to all staff in ActionAid Afghanistan and partner organizations to build financial management capacity.
- Promote a healthy work culture among the staff.

Job Responsibilities 04: Partnership Management

- Review financial reports of partners and do periodically financial monitoring of partner organizations.
- Provide training to partner staff on financial management.

Job Responsibilities 05: Annual Planning and budgeting

- Provide Guidelines on financial planning process to all staff and partners during annual planning process.
- Coordinate income allocation process as per national Allocation Framework
- Budget review (accuracy; in line with cost norms and the guidelines).
- Consolidation of annual financial plan pack and submit to GS for review and endorsement/approval.
- Do the half year forecast or when there is significant change that requires budget revision.
- Manage the budget of Finance Department.

Job Responsibilities 06: Monitoring and Evaluation and Reporting

- Prepare and submit quarterly and annual reports as per guidelines and deadlines set by AA International.
- Prepare and submit financial reports as per statutory requirement.
- Supervise finance team in preparing and sharing monthly project wise utilization statements with SMT and project managers/budget holders for their actions.
- Design, print out, distribute monthly Management Accounts and coordinate the Variance Analysis process.
- Produce financial analysis for overall M&E processes (e.g. PRRP; Midterm review; CSP review etc.).

Job Responsibilities 07: Audit and risk management

- Draft the ToR for external audit.
- Make sure that reports are available for audit as agreed audit schedule.
- Coordinate process of providing initial responses to auditor's recommendation to CD for review and finalize.
- Provide inputs to the Internal Audit Manager Finance Risks for the Risk register. and update it on quarterly basis.
- Assess risks associated with long term financial plan.

Job Requirements:

Job Specification

(Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance)

Education & Training:

Bachelor's degree in finance and accounting management is required. Master degree or Professional Accounting or Financial Management Qualification such as ACCA, CPA are preferable

Experience (Number of Years and field of expertise):

- A minimum of 7 years relevant experience in a reputed organization, preferably in the NGO sector and 5 years of which should be in senior management position.
- Proven experience in analyzing financial reports and plans, and drawing insight for use by management and different donors
- Proven experience in developing, implementing and monitoring finance and administration policy, systems and procedures

Technical Skills (Examples: languages, planning, budgeting, word processing, advance written and verbal communication, presentation etc.)

- Familiar with development and human right issues in the country
- Thorough understanding of international finance and accounting systems especially in humanitarian context
- Knowledge of/and or experience of the Not for Profit, NGO and/or Development sectors
- Very good knowledge of computerized accounting packages, Excel. Knowledge of databases and SUN, VISION & TM1 system is an advantage.
- Leadership and management
- Strategic thinking
- Financial reporting, analysis and management
- Excellent analytical and risk management skills
- High degree of Analytical skills
- Planning, organization, time management, and coordination
- Fluency in written and spoken English and native / national language.

Submission Guideline:

If you have the expertise to take on this exciting opportunity, please apply online by sending your CV and motivation cover letter to jobs.kabul@actionaid.org up to **Dec 12, 2024**. Please clearly indicate **Finance Manager Kabul-1095** in the subject of your email, otherwise, your application will not be considered.

ActionAid Afghanistan welcomes applications from all sections of the community and promotes diversity. Although all applications will be considered on their individual merit, suitably qualified women candidates are especially encouraged to apply.

Due to high volumes of applications received, we can only correspond with short-listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application unsuccessful. ActionAid Afghanistan will not consider unsolicited candidates from recruitment agencies. We reserve the right to withdraw any of our vacancies at any time.

ActionAid is an equal opportunity employer.

Note: This is a re-advertisement position, previous applicants will not be considered.

Submission Email:

jobs.kabul@actionaid.org

Education & Experience

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Must Have

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Educational Requirements

Compensation & Other Benefits
