

# Finance Manager

tvt07998@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Nov 25, 2024

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Employment Status : Full Time

Experience : Any

Salary : as per organization salary scale

Gender : Male

Career Level : Any

Qualification :

## Job Description

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### About Afghan Bureau Collaboration Office:

Afghan Bureau Collaboration Office (ABCO) is a national Afghan NGO established in 1993. ABCO is operating in all regions of Afghanistan with a mission of national Food Security and Livelihood Resilience Building. For the last 27 years ABCO has been committed to its mission and has performed plenty of programs and projects with UN and international organizations. ABCO has a commitment of transparency and accountability with its partners and clients. Following a commitment of self-improvement, integrity and long-term engagement and support with its personnel and project staff.

### Job Description:

#### Job Summary

We are Looking for a dedicated, experienced and self-motivated Finance Manager to join our team, the Finance Manager is responsible for managing all financial aspects like budgeting, financial reporting, accounting and compliance with local laws and preparing donor reports and invoicing, also in this role he/she will be responsible promoting capacity building within the team, and having experience in the NGO sector and knowledge of donor reporting is an asset.

#### Key Responsibilities:

1. Overseeing daily accounting functions, including account payable, account receivable, payroll and general ledger maintenance.
2. Establish an effective filing system which can provide easy access to information and proper documentation of all financial requirement.
3. Stay updated on Afghanistan tax laws and regulations applicable to NGOs, including income tax, withholding tax, and other relevant taxes.
4. Ensure compliance with tax obligations by preparing and filing accurate tax returns on time.
5. Advise management on tax planning strategies to optimize the organization's tax position.
6. Familiarity with various donor reporting formats and requirements; ability to prepare comprehensive reports that meet donor expectations.
7. Identify financial risks and develop strategies to mitigate them effectively.
8. Conduct regular audits of financial processes to ensure compliance and efficiency
9. Serve as the primary point of contact for external auditors during financial audits, ensuring all necessary documentation is provided
10. Supervise finance team members, providing guidance, training, and support to enhance their skills and performance.
11. Utilize QuickBooks for financial management tasks such as bookkeeping, invoicing, budgeting, and generating financial reports.
12. In-depth understanding of tax regulations affecting NGOs in Afghanistan, including exemptions, filing requirements, and compliance obligations.
13. Strong skills in using QuickBooks for accounting functions, including managing accounts, generating reports, and maintaining accurate financial records

### Job Requirements:

#### Education and Experience

1. Bachelor degree in Finance, Accounting or related field.
2. With bachelor degree minimum of 4-years' experience in finance management and accounting in NGO.

#### Skills and abilities:

1. Strong understanding of NGO's accounting principles and practices.
2. Ability to manage multiple funding sources.
3. Familiarity with local laws, tax regulations, and donor compliance standards.
4. Proficient in financial software (e.g., QuickBooks, Excel) and accounting systems.
5. Strong verbal and written communication skills for reporting to Donor and stakeholders.
6. Experience in leading and mentoring finance teams.
7. Strong organizational skills to manage multiple tasks and deadlines efficiently.
8. Ability to prioritize workload effectively under pressure.
9. Commitment to transparency, accountability, and ethical financial practices.
10. Ability to handle sensitive information with confidentiality.

### Submission Guideline:

#### Submission Guideline:

Interested qualified candidates should submit their CVs with a cover letter explaining their motivation in applying for the job and highlighting their relevant skills and experience to the following email address:

[hr@afghanbureau.org](mailto:hr@afghanbureau.org).

Candidates must clearly write the Reference and Job Title in the subject of line otherwise your application will not be considered.

We have equal opportunities for male, female and those with disabilities, so we strongly encourage qualified female and those with disability candidates to apply.

**We are committed to ethical standards, a safe and inclusive work environment. Our work is based on our values: Responsiveness, Equality, Impartiality, Social Justice, and Integrity.**

ABCO has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of ABCO, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. ABCO also adheres to strict child safeguarding principles. Therefore, all candidates will have background and reference checks, which are part of the recruitment process and will be conducted for the successful candidate.

### Submission Email:

[hr@afghanbureau.org](mailto:hr@afghanbureau.org)

**Education & Experience**

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With bachelor degree minimum of 4-years' experience in finance management and accounting in NGO.

**Must Have**

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Bachelor degree in Finance, Accounting or related field.

**Educational Requirements**

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**Compensation & Other Benefits**

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