

Finance Officer (Subject to donor approval)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Sep 04, 2025

Published : Aug 28, 2025

Employment Status : Full Time

Experience : Any

Salary : As per Mission East salary scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About Mission East:

Mission East is an international relief and development organisation working in crisis-affected countries. We deliver emergency relief during disasters as well as long-term development assistance. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect and sustainability of our programmes. More information on Mission East can be found at: <https://missioneast.org>

Job Description:

Role Purpose:

The overall responsibility of the position is to ensure the continued operational functionality the finance system of Mission East so that operations continue to be unhampered. The position likewise requires the provision of support in the maintenance of the financial data.

There is a confidentiality requirement of this position and should never be breached: This requirement includes ensuring that all financial data in Mission East are preserved, with proper and regular back-up and are not shared with third parties except only when given expressed permission by the Country Director

Vertically: Project Coordinator

Horizontally: Fleet and Warehouse officer, Reporting & Compliance officer, Finance & Admin team in northeast and Kabul.

Scope of the Role:

Reporting to Project Coordinator to ensure the quality of finance, accounting, cash and bank management, donor compliances and reporting in line with the Missions East country strategies, vision, mission and values and/or as per donor required standards.

Key Responsibilities and Accountabilities

The Finance Officer is accountable to fulfil his/her roles and responsibilities in line with Mission East Code of Conduct, values, principles and to report to his line manager on defined key performance indicators as follows:

Financial Management:

- FO is responsible for establishing and running a proper financial management system, compliance and reporting mechanisms. As project level financial focal point, the incumbent will maintain coordination with financial officials of Mission East as well as donor organisation. She/ he will support various financial reviews of donor representatives and third-party monitoring agencies.
- Assist Project Coordinator, for financial management in the project ensuring the application of Mission East's financial policies and procedures.
- Ensure that vouchers, supporting documents, expenses and accounts are properly booked and signed off as per the authority level of the field office.
- Assist Project Coordinator for weekly fund/cash forecast with all the units and send the weekly forecast to the Project Coordinator.
- Ensure that all financial donor-reporting requirements are complied with and that reports are drafted and shared with Project Coordinator.
- Ensure that Cash counts and quarterly report prepared on time and send to the Project Coordinator for review.
- Assist Project Coordinator and ensure compliance with local laws in the area of finance and administration. Ensure financial liabilities of Mission East is understood by project team clearly.
- Assist Finance team in Kabul by acting as liaison person on tax and financial matters.
- Prepare monthly sitrep report for the administration unit and share with Project Coordinator
- Safeguarding and control of entire office cash (Afghanis and US Dollars if any)
- Perform or supervise daily cash counts and fill ME's prescribed cash count form.
- Make payments for materials/services procured on a timely basis.
- Ensure that all vouchers have relevant supporting documentation and all authorization signatures as per authorization limits of ME before payment.
- Maintain an accurate and truthful record of sums received and disbursed in Cash Sheets and QuickBooks on daily basis.
- Ensure that temporary and permanent staff advances are controlled, monitored and recovered according to recovery schedule.
- Ensure that hardcopy of vouchers, cash sheets and other general accounting files are properly referenced, maintained and stored for subsequent retrieval.
- Take back up from all tax payments when sent the original copies to MoF, under the guidance of Project Coordinator.
- Read carefully and understand the project related documents and help PC and other project team members identifying permissions and prohibitions of expenditures.

Funds/Cash and Bank Management:

- Ensure with Project Coordinator, safeguarding and control of entire office cash (Afghanis and US Dollars-if any)
- Draft for Project Coordinator, payments for materials/services procured on a timely basis.
- With Project Coordinator, ensure that all vouchers have relevant supporting documentation and all authorization signatures as per authorization limits of ME before payment.
- Maintain an accurate and truthful record of sums received and disbursed in Cash Sheets and QuickBooks on daily basis.
- Ensure that temporary and permanent staff advances are controlled, monitored and recovered according to recovery schedule.
- Ensure that hardcopy of vouchers, cash sheets and other general accounting files are properly referenced, maintained and stored for subsequent retrieval.

Networking/Coordination and Others:

- Participate in district/village level coordination meeting or gathering as requested by Project Coordinator
- Maintain good coordination and working relationship with other program components and operational support units of ME at the field level.
- Any other task as assigned by the supervisor.

Miscellaneous:

- Comply with Mission East's policies and practices, especially with respect to PSEA, child protection, code of conduct, health and safety, and equality. Understand Mission East's organisational values, goals and strategic priorities. Ensure FO's work plan, attitude and behaviour reflect the same.
- Any other tasks assigned by line manager to achieve the objectives of position.

Job Requirements:

Experiences and Skills required:

Education:

Education to degree level or above in a relevant field would be an advantage.

Experience:

- At least 3 years progressively responsible work experience in the area of finance in INGOs
- Competent in using accounting software, Excel and MS Word

Technical Skills:

- Fluency in Dari, and Pashto (speaking, reading, writing) and good command over English (speaking, reading, writing)
- Good computer knowledge
- Local social experience and knowledge
- Commitment to humanitarian principles and rules to guide NGO actions.
- Ability to work under stressful conditions, tight deadlines and sometimes odd hours as required.
- Ability to support, follow-up, encourages and supervises other staff to provide quality work and high levels of performance.
- Must be capable of working both individually and as part of a team;
- Ability to work effectively in a fast-paced, stressful environment;
- Must be flexible, willing to perform other duties and work irregular hours.

OTHER criteria:

- Ability to work long and odd hours, including weekends.
- Understand confidentiality.
- Exposure to local dynamics of different districts in Takhar, and experience of leading projects in those areas will be added advantage.

Submission Guideline:

Submission Guideline:

This role will be filled on a rolling basis. We will be actively reviewing the applications as they are received, which means shortlisting and selection may take place irrespective of the deadline. We therefore encourage interested candidates who meet the minimum requirement for the role, to submit their applications as soon as possible rather than waiting for the last moment.

This position is only open, to applicants from **TAKHAR** province. With that, you may submit your application to the link below and click on submit button to ensure your application is submitted.

(<https://missioneast.bamboohr.com/careers/104?source=aWQ9MTk%3D>)

Submission Email:

<https://missioneast.bamboohr.com/careers/104?source=aWQ9MTk%3D>

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
