

Head of Finance

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Phone :

Web :



Job Summary

Vacancy :
Deadline : Jan 18, 2025
Published : Jan 06, 2025
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 ActionAid, 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 strategic financial management direction of ActionAid, Afghanistan to help ensure that ActionAid, Afghanistan overall strategic objectives are met and ensure the continual improvement in monitoring, control, donor and ActionAid International financial compliance and reporting of expenditure of ActionAid, Afghanistan and partner NGOs of funds given by ActionAid, Afghanistan.

This position is part of Senior Management Team (SMT) the highest decision-making body of ActionAid, Afghanistan.

Job Responsibilities 01: System Development, Update and Compliance

- With support of the Internal Audit Manager, review and ensure that all organisational policies, procedures and system at country office level to ensure the compliance with ActionAid International standards, donor requirements and local relevant laws and regulations and reflect the needs and objectives of the organisation and staff.
- Recommend to the Country Director any changes that might be required to develop or improve the organisation in finance areas of responsibilities.
- Implement all necessary policies and procedures to ensure that correct procedures are followed by ActionAid, Afghanistan staff.
- Participate in the review and update of ActionAid's finance policies and procedures at country level and advises the SMT on the potential implications of the new system, policies and procedures
- Supervise implementation of all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision.
- Adhere/Comply with approved organisational policies and procedures and statutory requirements
- Strengthen the system for Finance and Programme staff to monitor progress in the implementation of the donor funded projects and to track resource utilization.
- Updates finance policy on a regular basis and as there is change in Global Financial Management Framework 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.
- Manage donor related files, contracts, budgets, correspondence, reports etc.
- Update, maintain and backup the accounting software as per schedule and guidance from ActionAid International system team.
- Reconcile/review the Balance Sheet items quarterly basis and at the end of period.
- Ensure that the filing systems (soft and hard) are created, maintained, 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, monthly forecasting, cash requirement, remittance request and disbursement with ActionAid International, partners and donors.
- Making sure that there is sufficient cash for activity at any time but within the cash balance policy.

Procurement:

- Support in compliance to procurement policies.
- Review contracts 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 the negative impact of the exchange rate fluctuation.
- Ensure the assets and liabilities held in other currencies are reevaluated periodically to reflect the prevailing market 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 supervise the staff of the function to ensure that they are appropriately motivated and trained to carry out their responsibilities to the required standards.
- Involve in recruitment of staff position under supervision and their induction.
- Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.
- Assign performance objectives and conduct comprehensive performance appraisal of supervised staff and provide & obtain feedback when necessary to supervised staff.
- Work with HR Function to identify training needs and development opportunities for supervised staff.
- Provide financial management training to all staff in ActionAid Afghanistan and partner organization on a regular basis and as & when required.

Promote a healthy work culture among the staff.

Job Responsibilities 04: Partnership Management

- Assess partner's financial system for selection.
- Ensure that in the Agreement with partner, there is section on financial management and include all financial compliance requirements.
- Overview disbursements, advance control, reports, audits, budgets etc. of partner organisations.
- Review financial reports of partners and do periodically financial monitoring of partner organisations.
- Provide training to partner staff on financial management.

Job Responsibilities 05: Annual Planning and budgeting

- Provide Guidelines on financial planning processes to all related staff.
- Coordinate the income allocation process as per national FAIR.
- Design budget templates for use by ActionAid and partners.
- Conduct budget review for accuracy and in line with cost norms and the guidelines.
- Consolidation of periodic financial planning and submit to ActionAid International for review and endorsement/approval.
- Upload approved budget into accounting system before commencing the new financial year.
- Do the half year forecast or when there is a significant change that requires budget revision.
- Plan, estimate and manage cost recovery plan – both direct and indirect - for each project and quarterly reporting to SMT for appropriate decision.
- Monitor the income, expenditure and reserves (both at Donor and National level) management and share monthly overview with SMT.
- Manage the budget of the Finance Department.

Job Responsibilities 06: Monitoring and Evaluation and Reporting

- Prepare and submit financial reporting quarterly and annual as per guidelines and deadlines set by ActionAid International finance.
- Prepare and submit financial reporting as per requirements and deadlines set by Donors.
- 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.
- Prepare and circulate monthly Management Accounts and coordinate the Variance Analysis process.
- Provide financial analysis and reports for SMT to make strategic decisions.
- 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. Support Internal Audit team during the process.
- Ensure timely audit plans and completion of donor funded project audit in line with the donor contracts.
- Make sure that reports are available for audit as agreed audit schedule.
- Coordinate process of providing initial responses to auditor's recommendation to Country Director for review and finalize.
- Provide inputs to the Internal Audit Manager on Finance Risks for the Risk register and update it on quarterly basis.
- Assess risks associated with long term financial plan.

Job Requirements:

Education & Training:

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

Experience

- A minimum of 10 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 procedure

Technical Skills

- Familiar with development and human right issues in the country
- Thorough understanding of international finance and accounting systems especially in humanitarian context
- Knowledge 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 systems are 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

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 **January 18, 2025**. Please clearly indicate **Head of Finance - 1109** 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.

Submission Email:

jobs.kabul@actionaid.org

Education & Experience

A minimum of 10 years relevant experience in a reputed organization, preferably in the NGO sector and 5 years of which should be in senior management position.

Must Have

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

Educational Requirements

Compensation & Other Benefits
