

## Admin & Finance Officer

tv07998@gmail.com

Phone :

Web :



### Job Summary

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Vacancy :

Deadline : Dec 03, 2024

Published : Nov 23, 2024

Employment Status : Full Time

Experience : Any

Salary : According to DACCAAR CRLP Salary scale including food & Government Tax

Gender : Any

Career Level : Any

Qualification :

### About DACAAR:

DACAAR is a non governmental, humanitarian organization that supports sustainable development in Afghanistan through promoting the ability of local communities to decide upon and manage their own development process. The organisation employs around 900 staff of whom 05 are expatriates. Core thematic areas are: Water, Sanitation & Hygiene; Natural Resource Management; Small Scale Enterprise Development; Women's Empowerment.

### Job Description:

#### Position Description:

The Admin and Finance Officer for the Community Resilience and Livelihood Project (CRLP), primary responsibility is to provide administrative and financial support to ensure the smooth operation and effective management of project activities. He/she will be responsible for overseeing financial transactions, maintaining financial records, checking and reviewing the financial supporting documents, preparing a track sheet for budget monitoring with actuals, and providing administrative support to project teams.

#### Responsibilities:

##### Specific Tasks & Responsibilities:

- In close coordination with the line Manager and Financial Lead Officer track project expenditures, ensure adherence to approved budgets, and identify any discrepancies.
- In close coordination with the line Manager and Financial Lead Officer prepare and process financial transactions, such as payments, reimbursements, and procurement requests.
- Checking and reviewing the financial supporting documents for correctness and detail accuracy in line with the approved/allocated budget.
- Proper follow up of the Income Tax Law of Afghanistan and maintain proper record of withholding tax for further submission to Ministry of Finance.
- The Admin & Finance Officer should maintain accurate financial records and documentation in compliance with project requirements.
- The Admin & Finance Officer should follow CFW distribution process with escrow agent (SARAF) CDC by CDC.
- The Admin & Finance Officer should collect expenditure documents from field offices and compile with actual expenses documents and submit to lead finance officer.
- Assets DEO in documents uploading in MIS database.
- Participate in quotation distribution and bidding process for construction materials and food package providing.
- Cross check the labor attendance sheet with approved project proposal.
- Record all expenses of the projects (CFW, SIG, Non-Construction Materials) at internal excel sheet database.
- Prepare CRLP related expenses vouchers and prepare all kind of contracts.
- Consider the tax issue in all non-labor cost expenses and supplier contractor as per GOV tax law.
- When requires accompany and assist the local money dealer in distributing process of the cash to the targeted beneficiaries.
- The Admin & Finance Officer in close coordination with line manager should coordinate procurement processes, including vendor selection, bidding, and contract negotiations.
- The Admin & Finance Officer must ensure compliance with procurement policies of the organization and donor, procedures, and legal requirements.
- In close coordination with Finance & Admin Officer based in the regional office the Admin & Finance Officer should regularly maintain an inventory of project assets and equipment, including their allocation and maintenance.
- When requires the Admin & Finance Officer should assist in organizing project events, workshops, and meetings, including logistical arrangement and documentation.
- The Admin & Finance Officer should manage project documentation, including contracts, reports, and correspondence.
- The Admin & Finance Officer should maintain an efficient filing system for project-related documents and ensure their confidentiality.
- The Admin & Finance Officer should prepare and submit regular expenditure reports, as per the agreed reporting schedule.
- When needed The Admin & Finance Officer should coordinate with external / internal auditors during project audits and provide necessary documentation.
- The Admin & Finance Officer should provide guidance and training to project staff on financial management procedures and voucher preparation and record keeping.
- He/she should support project teams in financial planning, budgeting, and reporting.
- The Admin & Finance Officer must strictly follow the organization's existing security policies, procedures, and daily instructions of the safety personnel.
- Any other tasks are given by the Supervisor.

#### Job Requirements:

##### Education/ Qualification and Employment Benefits

**Education:** Bachelor degree in Finance or Economics, Business Administration or other related field.

**Experience:** At least Three (3) years of relevant experience in Community Driven Development (CDD) projects. familiar with community base procurement.

##### Other qualifications' an advantage:

- Strong knowledge of financial management principles, practices, and procedures.
- Proficiency in budgeting, financial analysis, and financial reporting.
- Experience in managing procurement processes and contract administration.
- Familiarity with donor financial regulations and reporting requirements.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficient in using accounting software and Microsoft Office applications.
- Strong attention to detail and accuracy in financial record-keeping.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a multidisciplinary team.
- Knowledge of community resilience, livelihood, and sustainable development concepts is an advantage.

**Languages:** Pashto, Dari and English.

##### Employment benefits:

- Good training opportunities to enhance employees' skills
- Eid bonus on both Eids (after the completion of three months service)
- 36 days of paid annual leave per year
- 10 days of paid sick leave per year
- 30 days of paid Hajj leave (after the completion of one-year service)
- 90 days of paid maternity leave for female employees (after the completion of three months service)
- 5 days of paid paternity leave for male employees (after the completion of three months service)
- Public holidays (According to the approved public holiday's list).

#### Submission Guideline:

##### Procedure for submission of applications:

Interested and qualified candidates should submit an UPDATED DACAAR Job Application Form along with introduction letter and CV online to [jobs@dacaar.org](mailto:jobs@dacaar.org) or a Hard copy to HR Department in DACAAR main office Kabul.

##### Important Note:

- Applications without UPDATED DACAAR Job Application Form will not be considered.
- Application without Indicating the Vacancy Announcement number and the title of the post applied for in the subject line will not be considered.
- DACAAR UPDATED job application form can be obtained from; DACAAR website [www.dacaar.org/](http://www.dacaar.org/), acbar website [www.acbar.org/](http://www.acbar.org/); jobs.af website [www.jobs.af/](http://www.jobs.af/) and DACAAR Main Office kabul.
- Applications submitted as .RAR file or the size exceeds 2MB, will not be accepted by the system
- Only Short-listed candidates will be contacted and called for the written test/ interview.
- The salary would be paid in AFN according to the actual exchange rate.

DACAAR is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women, people with disabilities and members of minority communities are especially encouraged to apply.

##### Kabul Office Address:

DACAAR, Main Office, Paikob-e-Naswar, Wazirabad, Kabul, Afghanistan

Postal address: Central P.O. Box 208, Kabul, Afghanistan

Phone: (+93) 0202230752/ (+93) 0202230753

E-mail: [jobs@dacaar.org](mailto:jobs@dacaar.org)

Web site: [www.dacaar.org](http://www.dacaar.org)

**Education & Experience**

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At least Three (3) years of relevant experience in Community Driven Development (CDD) projects. familiar with community base procurement

**Must Have**

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Bachelor degree in Finance or Economics, Business Administration or other related field.

**Educational Requirements**

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**Compensation & Other Benefits**

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