

**Deputy Head of Finance
Department (Re Announced)(Re
Announced)**

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Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 03, 2024

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Employment Status : Full Time

Experience : Any

Salary : AAH Salary Scale

Gender : Any

Career Level : Any

Qualification :



About Action Against Hunger:

Action Against Hunger/Action Contre La Faim (AAH/ACF) is a Non-Governmental Organization (NGO) that was created in France in 1979. AAH/ACF has been active in Afghanistan in the medical, nutrition, food security, and water and sanitation fields since 1995. AAH/ACF improved access to health and nutrition services for the most vulnerable people, who live in remote areas without a local health system. In particular, the country team supported pregnant and breastfeeding women and children under five, who are at greater risk of malnutrition. Nutrition programmes rely on an integrated approach, addressing both primary and underlying causes, in order to have a lasting impact on nutritional status. The country team worked at community level, in villages and at provincial level, strengthening the public health system. It also worked at national level to ensure reliable information about the nutritional situation reached the wider humanitarian community. Covid-19 prevention was integrated into all interventions and additional response activities were implemented, such as the disinfection of health facilities and public places, cash assistance, psychosocial support and the distribution of hygiene kits to affected populations.

Job Description:**Objective of post**

Supports the Finance HoD in processing accounting and financial transactions. Is in charge to implement and to monitor in close collaboration with the Finance HoD, administrative and Financial procedures on the different bases. Manages the finance teams with the support and under the supervision of the Finance HoD. Manages the cash processes (cash transfer, donor payment...) at the mission level under the supervision of the Finance HoD. Takes on the functions of the Finance HoD in case of absence.

Mission 1: Accounting Management

The deputy Finance HoD is responsible for:

- Physically check the cash count in the capital and on the bases during visits.
- Supervise the Finance Manager on the monthly closing, review the accounting, extra accounting and expatriate data entering in the accounting software.
- Supervise the Finance Manager on the preparation of the monthly accounting documents (bundle) for validation by Finance HoD.
- Supervise and present to Finance HoD the monthly accounting feedback.
- Ensure the risk files and the double filling is done each month.
- Supervise the implementation of SAGA on the bases.
- Supervise the Verification of the accounting files before they are sent to HQ
- Prepare for and support audits or possible inspections
- Lead the semi-annual and annual accountancy closure with the finance team and under the supervision of the Finance HoD and/or the HQ Finance Manager

Mission 2: Budget Management

The deputy Finance HoD is responsible for:

- Supervise the Finance Manager in codifying and uploading in SAGA the validated budgets.
- Draft and analyse monthly BFU before validation by Finance HoD, raise alerts when needed. Propose adjustment.
- Draft and update the financial plans of the mission.
- Participate to Budget Donor Proposals.
- Validate expenses as per authorized signatories table.

Mission 3: Cash/Treasury Management

The deputy Finance HoD is responsible for:

- Consolidate and send to Finance HoD the treasury forecast for the mission.
- Receive and check the cash request from the field before submission to Finance HoD for transfer.
- Proceed and follow the cash transfer done from the Headquarter in Paris
- Monitor the security of funds and propose improvement of the internal cash transfer process at mission level to the Administrative Coordinator
- Follow the donor instalment at the field level

Mission 4: Financial Reporting

The deputy Finance HoD is responsible for:

- Prepare financial reports for Ministries, such as ministry of economy and ministry of finance before validation by Finance HoD.
- Participate to Donor Financial reports.

Mission 5: Team Management

The deputy Finance HoD is responsible for:

- Manage in line the finance staff in Kabul.
- Manage technically, by delegation of Finance HoD, the Base Administrators in the field.
- Do regular field visits on the different bases
- Provide feedback on the quality of base accounting.
- Participate in recruitment process and decisions.
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness, etc.)

Mission 6: Administrative Follow up

• Monitor the implementation of the administrative & financial rules and procedures,

- Monitor the respect of the administrative calendar by him/her and the finance team.
- Follow up the lease agreement
- Supervise the Finance Manager into ensuring completion of paper and digital filing, as well as securing administrative documents on all bases
- Supervise the back up of all files at coordination level on a regular basis and ensure the filling of these documents

Mission 7: Partnership Management

- Train our partners administrative staff in ACF procedures
- Do regular field visits (when possible) and provide analysis report on the financial our partners financial management
- Provide assessment tools of the administrative situation of each partner and adjust them accordingly

Mission 8: Communication

The deputy Finance HoD is responsible for:

- Initiate or develop relationships with local authorities for financial issues and administrations.
- Maintain relationships with other NGO & INGO, authorities and other partners on request
- On request, participate in meetings (donor, authorities, NGO forum...) and workshops relating to his/her field of activity and write up minutes to the Administrative Coordinator

Job Requirements:**Qualification/level of study:**

- Bachelor Degree in Business Administration or a 3 years certificate in Finance, (Masters' Degree will be preferred)
- At least 5 years' proven professional experiences in finance management
- At least 3 years' proven experience in senior level or same level
- Experience with international organization will be a plus advantage
- Knowledge of SAGA software will be a plus advantage

Skills required:

Able to develop, maintain and mobilize a professional external network

- Sound experience in Finance and Management
- Professionalism
- Firmness
- Team management
- Organizational skills and management of priorities
- Good analysis skills
- High sense of confidentiality
- Diplomacy
- Good relational skills
- Good English knowledge (oral and written)
- Computer literacy specially Ms. Office and internet usage

Specific knowledge:

- Knowledge of collective and individual management fundamentals
- Able to develop a global and long term vision
- Be sensitive to others and to the environment
- Able to mentor and transfer its knowledge
- Able to argue, convince, lead a negotiation
- Able to develop, maintain and mobilize a professional external network

Submission Guideline:

Qualified and interested candidates should submit a cover letter and full CV with three Referees indicating the vacancy announcement to the address:

Human Resources Department AAH office

or can also be emailed to:

vacancies@af-actionagainsthunger.org indicating the **job tile and vacancy number of the position in the email subject line.**

Eligible candidates are invited to apply by the earliest possible, since this is a rolling basis recruitment until 03 Oct 2024.

Female applicants are highly encouraged to apply.

Do not submit academic certificates with the application. These will be requested if the candidate is selected. Only short-listed candidates will be contacted for the written test/interview.

Action Against Hunger/Action Contre La Faim is an equal opportunity employer. We strongly encourage women and people with disabilities to apply. ACF/AAH has zero-tolerance policy on sexual exploitation, sexual harassment, and abuse (SEA).

Submission Email:

vacancies@af-actionagainsthunger.org

Education & Experience

Bachelor Degree in Business Administration or a 3 years certificate in Finance, (Masters' Degree will be preferred)

Must Have

At least 3 years' proven experience in senior level or same level

Educational Requirements

Compensation & Other Benefits
