Program Finance Officer

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Phone : Web :



Job Summary

Vacancy:
Deadline: Nov 02, 2024
Published: Oct 20, 2024
Employment Status: Full Time
Experience: Any
Salary: 50000 AFN up to 60000 AFN
Gender: Any
Career Level: Any
Qualification:

About ARCS:

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About Afghan Red Crescent Society(ARCS) MARKO MAN) MARKON MONTH M

Stablished in 1934, the Afghan Red Crescent Society (ARCS) lasan independent, humanitarian institution which has been recognized by the government of Afghanistan as an auxiliary to State agencies. ARCS play an important role in delivering disaster response services. Under the 2016 Red Crescent Law, ARCS carry out its activities in accordance with the principles of humanity, impartiality, neutrality, independence, voluntary services, unity and universality. Among others, ARCS have the duty to provide assistance to disaster-affected communities, supply emergency shelter, and distribute relief items to vulnerable people. Through its network of 7 regional branches and 34 provincial branches and more than 20,000 staff and trained volunteers, ARCS is amongst the few national organizations with nation-wide outreach and access. Over the past decades, ARCS has managed to uphold its and of polynical markets after the resolution of the territories controlled by armed opposition groups. With the support of its Red Cross Red Crescent Movement partners – the International Federation of Red Cross and Red Crescent Societies (IFRC), the International Committee of the Red Cross (ICRC) and Partners National Societies like the Norwegian Red Cross – ARCS has also strengthened its management systems, procedures and partnerships to respond to emergencies, upon request of the public authorities or under its own initiative

Job Description:

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The Program Finance Officer is responsible for operating, managing, and coordinating all financial operations and processes related to Danish Red Cross funded projects. This includes maintaining financial records of overall operations. The key responsibilities of this role include overseeing day-to-day financial operations, creating and implementing financial strategies, analysing financial data, compiling and presenting financial reports to donors, ensuring timely submission of financial reports, developing donor budgets, conducting budget analysis, verifying expenses, identifying cost-saving opportunities, monitoring cash flow, performing bank reconciliations, evaluating financial risks, coordinating audits, collaborating with senior management, and building relationships with stakeholders

Key Responsibilities/Tasks:

- Executing and overseeing day-to-day financial operations to ensure accuracy and timeliness in financial transactions and records, tasks such as bookkeeping, managing accounts receivable and payable, handling payroll, and maintaining the general ledger and others.
- Analysing financial data and providing insights to assist ARCS-DRC management in decision-making.

- Compiling and presenting regular (monthly/Quarterly/annually) financial reports (project wise and consolidated) to donor- DRC to ensure compliance with donor guidelines, accounting standards, regulations, and tax laws. - Follow up with HQ staff and regional/provincial offices to submit the activities financial report on timely manne
- Develop DRC funded project budgets in close collaboration with other departments to ensure the budget is realistic and practical.
 Verify and validate event planning forms to ensure that the projected expenses meet the criteria for eligibility and are in accordance with the budgetary constraints and verify that all the expenses and allowances adhere to ARCS policies and procedures.
- Conduct BvA (Budget vs. Actual) Analysis to monitor and oversee expenses, ensuring compliance with budgetary limits and identifying instances of overspending and underspending.

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 Developing cash flow forecasts, preparing quarterly cash requests to optimize cash utilization knoting cash flow, ensuring sufficient liquidity, and managing available funds.
 Performing timely bank reconciliations and ensure accurate reflection of transactions and balances in the financial records and identify discrepancies and investigating reasons behind them.
 Conduct timely reconciliations of working advances by collaborating with both HQ staff and regional/provincial offices to ensure that Working Advances (WA) are settled in a timely manner and any surplus is deposited in bank within the specified time interval outlined in the ARCS policies and procedures.
 Identifying and evaluating financial risks, including operational risks and develop risk mitigation strategies and implementing internal controls to protect DRC funded project assets and prevent fraud.
 Coordinating internal and external audit to ensure compliance with financial regulations and policies and implement and maintain effective internal controls and procedures. Addressing audit findings and implementing corrective actions.
 Maintain an efficient documentation system all financial and other records to ensure that the records effectively address and support any inquiries raised by auditors, donors, and other stakeholders.

Person's specification

- Flexibility and adaptability to changing situation and self-motivation.
 Ability to work in an organised and systematic manner.
 Ability to work in demanding situations and sometimes under pressure and meet deadlines.
- Excellent analytical, team working and communication skills
- Excellent networking and facilitation skills.

 Honest and reliable.

 Willing to travel to project sites.

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Job Requirements: Technical qualification

- Professional/academic qualification at master's level or higher in finance / accounting/ business administration

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 At least 6 years extensive experiences at relevant role in finance and accounting

 Proven experience of development and managing of financial systems and software packages

 Solid experience in developing and executing project and programme budgets and scrutiny of financial reporting financial planning.

 Technical knowledge and experience in facilitating, supporting, supervising/ monitoring of activity plans and budgets.

 Solid experience in delivering consolidated financial reports of several projects.

 Proven experience in general office management and administration including procurement and logistics.

 Excellent computer skills (MS Office package, Word, Excel, Presentation, database, Outlooks).

 Excellent written and verbal knowledge and command of English is essential. Fluency in Pashto and Dari with good spoken and written command.

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Note: Request for a clampdown is not accepted by email or online.

299-650-706-93+

Submission Email:

hrhuman0010@gmail.com

Education & Experience

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Must Have

Educational Requirements

Compensation & Other Benefits