



### **Terms of Reference (TOR)**

**Vacancy No: 001**

**Job Title: Finance and Administrative Officer**

**Number of Position: 1**

**Duty station: Kabul**

**Duration: 4.5 Month**

**Salary: Market compatible wages**

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#### **Finance and Administrative Officer Profile:**

The Finance and Administrative Officer establish and maintains efficient financial systems and procedures as well as control mechanisms to support the smooth running of the operations and ensure compliance with human resources and administrative rules and procedures. The incumbent manages the day-to-day human, financial and administrative resources of the office; conducts regular checks of the internal controls, leads the preparation of the monthly accounts, also prepare the projects financial reports and finishes the project reporting and clearance at the Ministry of Economy and Ministry of Finance.

#### **Responsibilities:**

- Manage the day-to-day personnel, financial and administrative resources of the office;
- Lead the recruitment, appointments and administrative formalities of the project staff;
- Prepare the budget section of the proposals, PRSO applies for;
- Ensure that adequate financial controls are in place to maintain propriety and proper accountability;
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits;
- Monitor budgets and expenditures and contribute to preparation of budget revision;
- Prepare project financial reports, statement and submit to Project Manager for clearance;
- Establish a computer based monitoring system for expenditures;
- Check budget lines to ensure that all transactions are booked to the correct budget lines;

- Responsible for project procurement processes;
- Attend the meeting with donor to brief the project expenditure;
- Perform any other financial and administrative tasks as may be delegated by PRSO Director;

#### **Key Qualifications:**

- University Degree in Accounting, Finance or related field **OR** university degree in another field combined with a professional qualification in accounting or finance;
- Minimum of **2 years** of relevant experience with experience in the management of material resources (purchase orders, accounting and Human resources management), management of fund from multiple donors, preparation of balance sheet and budgets;
- Familiar with reporting systems and Afghanistan taxation law;
- Excellent knowledge of English and local languages (Dari and Pashto)
- Capacity to work under pressure in an environment made up of people of various cultures and backgrounds;
- Ability to interpret financial procedures and standards and their application;
- Proven knowledge of computerized systems and demonstrated experience of working Computerized accounting packages and spreadsheets and 'QuickBooks';
- Ability to work independently and leverage limited resources and staff for maximum impact;
- Ability to work in a team;
- High integrity, strong result orientation, drive for excellence and takes initiative;

#### **Reporting Line:**

The 'Finance and Administrative Officer' will report to the Project Manager but in his/her absence will report to PRSO deputy director.

#### **Application**

Interested candidates are advised to send their cover letter and CV of no more than 3 pages to:

[Info@porseshresearch.org](mailto:Info@porseshresearch.org)

The closing date for receipt of applications is September 2, 2018.