

Title	Senior Accountant
Vacancy Number	MoPW/PMU/KCRRP/005
Ministry	Ministry of Public Works (MoPW)
Project	Kabul City Ring Road Project (KCRRP)
Duty Station	Afghanistan
City	Kabul
Duration	1 Year's With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	Equivalent to Grade C (NTA) Scale
Announcing Date	11/August/2020
Closing Date	24/August/2020
Job Type	Finance
Shift	Full Time
Job Status	Sourcing
Experience	5 Years

Background:

The Ministry of Public Works is implementing various projects in the Islamic Republic of Afghanistan. For implementation of the project which funded by Islamic Development Bank (IsDB) and Government of Afghanistan for Kabul Ring City Road Project (KCRRP) Section-one, with the length of 22 KM, Ministry of Public work is hiring a qualified and experienced Senior Accountant to handle the project implementation related tasks.

Scope of Work/Job Summary:

Under the direct supervision of PMU Director, the Senior Accountant is responsible to provide effective and efficient support to the Kabul City Ring Road Project (KCRRP) and Ministry of Public works management and acts as a supervisor to budget section of the finance department. He/ She has to prepare B3 at the start of each fiscal year. Moreover, he/she has to prepare allotments and M16's as per budget plan. He/She is responsible to control all the activities occurring within the finance and budget unit.

Duties & Responsibilities:

The duties and responsibilities of the Senior Accountant will include but not limited to:

- Prepare the annual budget based on need assessment of the project;
- Division of budget as per forecast financial plan of the project.
- Prepare, check, process & follow up of allotments for works, Non-works and salaries.
- Assist, check, processing and follow up the contractors and consultant IPC's/Invoices, with coordination of MoF and IsDB.
- Report of works, Non-works, budget reconciliation with MoF, IDB and MPW.
- Assist with Finance Directorate in preparation of operation plan.

- Assisting the operation Unit in processing and reconciliation of operation cash advance expenses with IDB.
- Coordinate the vendor forms with contract management and procurements of goods.
- Act as Focal point for preparing documents for internal and external audits.
- General record keeping of financial transactions and documentations.
- Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for IDB/MPW
- Participate in quarterly work plan and progress report meetings with the Project Director and IDB.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending.
- Prepare financial statements and produce budget according to schedule.
- Assist with tax audits and tax returns.
- Direct internal and external audits to ensure compliance.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Process the M16's at MoF & IsDB in order to transfer the cash into the bank accounts of the contactors and consultants.
- To have a transparent and accountable management at budget unit.
- Any other task may have assigned, based on requirement.

Skills & Competencies:

- Ability to perform multi-task and work under pressure;
- Willingness and ability to travel inside Afghanistan.
- Be familiar with Afghan Taxation Law.
- Be familiar with Afghan procurement law and guidelines.
- Must have the ability to think analytically and strategically.
- Must have the willingness and enthusiasm for working in an environment with many different stakeholders, with varying interests
- Ability to plan own work and manage conflicting priorities;
- Good communication (spoken and written) skills, including ability to prepare written documents/communications in English, and Pashto/Dari;
- Having good knowledge of MS Word, Excel, Ms Project and the Internet,
- Good interpersonal skills and ability to establish and maintain effective working relations with people;
- Be willing and able to meet tight deadlines and work long hours when required.

Job Requirements:

- Bachelor Degree in Business or Public Administration, Economics or any other related fields with 5 years' relevant experience
- Master's Degree in Business or Public Administration, Economics, or relevant field with 3 years' relevant experience.
- Knowledge of Government, MoF and IsDB rules and regulations would be a distinct advantage.
- Work experience with a large scale road construction donor funded projects would be an asset.

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV to krrcp.hr@gmail.com , kindly indicate the vacancy number (**MoPW/PMU/KCRRP/005**) and the post title (**Senior Accountant**) in the subject line when applying by email.

Office Add: KCCRP Office, Kabul Jalalabad Road, In front of KMTC, Ministry of Public Works, Kabul Afghanistan.

Only short-listed candidates will be notified

Announcing Date 11/August/2020

Closing Date 24/August/2020