



د افغانستان اسلامي جمهوریت
د افغانستان بانکي او مالي انستیتیوت
انستیتیوت مالی و بانکداری افغانستان



About AIBF:

The Afghanistan Institute of Banking and Finance (hereafter "Institute") was established in 2010 to provide education, training, and research to Afghanistan's banking and financial sector. Over the past three years, the Institute has delivered training on a broad range of subjects. In addition, it has established various relationships with regional banking and other financial institutes. From the beginning, the Institute was created as an independent non-profit organization with its own facilities and full-time training and support staff.

Most observers would agree that Afghanistan's banks and microfinance units suffer from critical capacity shortages and must rely heavily on foreign nationals to operate financial institutions. The Afghan financial community also faces substantial challenges related to its participation in global finance markets owing largely to Afghanistan's reputation as a home to terrorists and those who traffic in illegal currency flows.

In addition, Afghans have a low rate of engagement with formal financial institutions. Only 9% of adults (3% for women) have an account with a formal financial institution compared to a global average of 50%. Just 3% saved money and 7% obtained a loan over the previous year. One percent of the population has a credit card, 7% has used mobile money, and 8% has a mortgage.

Afghanistan's banking system still largely relies on unsophisticated collateral-based lending restricting access to capital. Most housing transactions, for example, are cash and Afghans typically depend on informal financing from family members and non-bank moneylenders; modern mortgage lending practices are virtually non-existent. The World Bank estimates that Afghanistan's housing finance-to-GDP ratio is less than 1% compared to 50-70% in developed countries and 7% in India. Thus, the potential for the expansion of financial services in Afghanistan is substantial.

Clearly, financial institutions have a larger role to play in the economic development of Afghanistan. The overwhelming demand for infrastructure – roads, urban facilities, power, health care, education – suggests that Afghanistan must become proficient in the use of public-private partnerships and other large-scale project financing mechanisms; the absence of capital markets for corporate paper, bonds, and equities; the lack of robust housing finance with its attendant facilities such as appraisal, credit reporting, mortgage insurance, and home owners' insurance; the inability to engage international capital markets; the absence of a sophisticated derivatives market to complement the evolving mining, petroleum, and agricultural sectors; and other weaknesses suggest that the Institute should be a valuable resource to Afghanistan in the development of sophisticated financial capacity as well as thought leadership on the issue of how Afghanistan's financial sector should develop.

Job Description:

The individual would be under the supervision of the AIBF Operations Head.

1- Insure implementation of operational plans focusing on achievement of the following results:

- Full compliance of financial activities, financial recording/reporting system and audit follow up with AIBF rules, regulations; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Continuous analysis and monitoring of the financial situation, presentation of forecasts
- Review and analyzing current chart of accounts plus recommending required changes for improving standard financial system.
- Development of budget
- Elaboration and implementation of cost saving and reduction strategies.
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Ensures proper control of accounts focusing on achievement of the following results:
- Elaboration of the internal expenditures, control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Quick Book; payrolls are duly prepared; travel claims and other entitlements are duly processed.
- Control of accounts closure
- Control of the Accounts Receivables from AIBF donors and follow up with partners on contributions, maintenance of the General Ledger.
- Manage AIBF taxation issues

2- Ensures proper CO cash management focusing on achievement of the following results:

- Timely review of cash position for accounts to ensure sufficient funds on hand for disbursements.
- Close Coordination and follow up with external Audit.
- Timely identification and recording of receipts for income application
- Primary contact with local bank management on routine operational matters including negotiation of exchange rate on

3- Replenishments

- Timely and accurate review of bank reconciliation, including documented review of exceptions
- Initiation of bank transfers and deals, selecting bank transfers and deals for approval and settlement.
- Develop regular donor reports.
- Develop by monthly, quarterly and annual financial reports
- Develop bank VS cash reconciliation reports
- Develop other expenditure/budget reports as required
- Coordinate and support the external auditors team as and when required

4- Supervision:

- Supervise the finance assistant and all other staff that are or would be hired under the finance department.

5- Deliver training to participant

Job Requirements:

The successful candidate for the Finance Officer position must have a bachelor's degree; or equivalent in Business Administration, Public Administration, Finance and Economic or related field and the preference is given to Master.

Years of relevant experience at the national or international level organizations in providing financial management services and managing staff. Experience in the using of computers and office software packages (QuickBooks, MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, extensive experience in handling quick book is a must

Submission Guideline:

The qualified candidates should send his/her CV including the cover letter through vacancies@aibf.af, before the closing date

Submission Email:

vacancies@aibf.af

This job is posted in the following Specialties:

finance officer

Job Location:	Kabul AIBF Office)
Nationality:	Afghanistan
Category:	Account/Finance, Administrative
Employment Status:	Full Time
Employment Type:	Employee
No. Of Vacancy:	1
Contract Duration	Permanent
Career Level:	Management
Years of Experience:	Min: 3 Max: 5
Gender:	Male/Female
Degree:	• Business Administration, Public Administration, Finance and Economic Bachelor's degree / higher diploma
Age:	
Vacancy Number	F-O-2017