

Title	Senior Finance Officer
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul
Duration	Fixed-term
No. of Jobs	1
Nationality	Afghan
Sex	any
Salary Range	According to Grade C of NTA salary scale (Step 1-5)
Announcing Date	22 December 2018
Closing Date	31 December 2018
Shift	Saturday through Wednesday 08:00 am to 04:30pm
Experience	Minimum 5 years of experience in finance and auditing

About MEC

MEC (www.mec.af) was created after the need for independent monitoring and evaluation of anti-corruption efforts was identified at a series of international conferences. MEC is wholly independent of the Government of Afghanistan, and receives financial support from the international community. This independence ensures that MEC is capable of carrying out its mandate in a transparent manner without undue influence. The governing Committee, which is made up of 3 Afghan and 3 international anti-corruption experts, meets in Afghanistan quarterly, normally resulting in the setting of recommendations and benchmarks. MEC issues regular reports every six months, with interim reports being issued on an *ad hoc* basis.

Job Summary

The Sr. Finance Officer reports to the Head of Finance (HoF) and will be responsible for day to day financial operations of MEC supporting HoF in budgeting, expenditure management, financial record keeping and reporting, monthly reconciliation reports, payroll preparation, petty cash and treasury management, taxation management, donors financial reporting, liaising with finance department stakeholders, and any other relevant task assigned by HoF. The position will provide back stopping to the HoF and also independently manage the department in absence of HoF.

Duties and Responsibilities

- Ensure all vouchers and payments are timely checked and processed in compliance with MEC and donors financial/procurement policies and procedures.
- Ensure that all vouchers are accurately entered, classified, and categorized into relevant ledgers in QuickBooks.
- Review all vouchers on daily bases and take timely corrective actions on un-posted vouchers, including the vouchers with missing supporting documents, coding errors, and unapproved vouchers.
- Timely follow up with procurement department and others to make sure that travel claims, contractor invoices, and other entitlements are duly processed.
- Assist HoF in payroll preparation and collection of timesheets and invoices from staff and consultants before end of the month.
- Maintain and track record of all advances issued from petty cash and bank accounts.
- Ensure all advances with procurement and other parties are cleared on time.
- Keep track of petty cash and bank account balances to make sure sufficient funds are available.
- Updating trackers and financial documents in share drive for core fund and projects.
- Support HoF in data collection for annual budgeting based on MEC's organizational

requirement and availability of funds.

- Assist HoF in producing financial reports on monthly, quarterly and annual basis for executive director, committee members, and donors.
- Prepare monthly bank/cashbook reconciliations, budget vs. actual reports, and financial statement reports.
- Support HoF in preparation of accurate expenditures forecasts and requesting fund from donors in timely manner.
- Ensure all applicable taxes are withheld from payments and transferred to MoF account in timely manner.
- Make sure that all required documents for tax clearance are submitted to and collected from MoF/MTO in timely manner.
- Maintain a well traceable filing system and archiving of financial documents.
- Meet with and respond to enquiries from donors and other stakeholders in absence of HoF.
- Any other tasks assigned by supervisor.

Qualifications

Education and Experience:

- Bachelor's degree, with specialized certification in accounting, finance, and economics. In addition, 6 papers of ACCA qualified are also eligible.
- Minimum 5 years of experience in finance and auditing
- Experience with a multi-donors' funded project or program is desirable.

Language:

Dari/Pashto skills Native level, good English communication skills is required.

Professional Skills:

Knowledge of QuickBooks accounting software is essential, Proficient use of Microsoft Office package, multi-tasking skills and the ability to consistently meet deadlines.

How to Apply

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way: "LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this time. The single PDF or Word file should be emailed to jobs@mec.af with the subject line "Sr. Finance Officer" by December 31, 2018.