



*Da Afghanistan Bank
Position Description*

Position Title: *Accountant*
Organization: *Da Afghanistan Bank*
Location: *Kabul, Afghanistan*
Duration: *Permanent (with 3 months Probationary)*
No of Position: *Three*
Candidate: *Male/ Female*
Grade: *7th*
Department: *Accounting & Finance Department*

Position Reporting to this Position: *Position to which this Position Reports:*
Team Leader General Ledger/Senior Accountant

POSITION OBJECTIVES

Summary:

Prepare, examine, and analyze accounting records, to assess the accuracy and authenticity, completeness, and conformance to reporting and procedural standards, and accounting methodologies.

PRIMARY ACTIVITIES OF POSITION:

Description

- Using the chart of account, should be able to assign entries to proper accounts.*
- Ensure that proper accounting procedures and systems of internal controls are operated and maintained at individual sites.*
- Ensure compliance with the accounting policies and guidelines of Da Afghanistan Bank.*
- Keep under review the accounting and reporting systems.*
- To ensure that all accounting records are properly kept*
- To monitor actual expenditure versus budgeted*
- To ensure that all major financial commitments with other parties are covered by a legal written document*
- To assist internal external audit and implement agreed suggestion.*
- Follow all sorts of reconciliation procedure required to check and balance the accounting records.*
- To undertake any other duties that may be requested by the line manager*

Work Experience:

Minimum of 2 years experience in related field

Training / Special Skills

- *Knowledge of Finance and accounting principles, analysis.*
- *Basic Knowledge of International Accounting Standards.*
- *Knowledge of Basic level Computerized accounting and financial systems.*
- *Must be proficient in MS Office and at least one accounting software program.*
- *Must be fluent in English, Pashto and Dari;*

Qualification/Education required

1. *Graduate from any recognized collage or university, two years diploma i.e. (DBA/ D.com/ CAT) in accounting/ finance or business desirable;*

Submission Guideline:

Qualified applicants are encouraged to submit their CVs no later than 28th Feb 2010, to Human Resource Department of Da Afghanistan Bank (DAB) at below Address:

*Human Resource Department
Da Afghanistan Bank
Main Office:- Kabul
Email:- dab.jobs@centralbank.gov.af*

*Please put **Accountant** in the subject line of your email / Application*

Only short listed candidates will be contacted for an interview and written test.