



*Da Afghanistan Bank  
Position Description*

|                              |  |
|------------------------------|--|
| <b><i>Position Title</i></b> | <b><i>Chief Accountant</i></b>                       |
| <b><i>Organization</i></b>   | <b><i>Da Afghanistan Bank</i></b>                    |
| <b><i>Location</i></b>       | <b><i>Kabul, Afghanistan</i></b>                     |
| <b><i>Duration</i></b>       | <b><i>Permanent (with 3 months Probationary)</i></b> |
| <b><i>No of Position</i></b> | <b><i>one</i></b>                                    |
| <b><i>Candidate</i></b>      | <b><i>Male/ Female</i></b>                           |
| <b><i>Grade</i></b>          | <b><i>10<sup>th</sup></i></b>                        |
| <b><i>Department</i></b>     | <b><i>Accounting &amp; Finance Department</i></b>    |

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

***Position to which this Position Reports:***  
***Chief Financial Officer***

***POSITION OBJECTIVES***

***Summary:***

*To effectively manage accounting & finance operations in full compliance with IFRS and Bank's procedures & policies so as to produce the financial and accounting reports in an accurate and timely manner. Accounting and reporting are essential day to day elements of the role alongside the analysis and review of the monthly reporting package and the preparation of statutory accounts.*

***PRIMARY ACTIVITIES OF POSITON***

***Description***

- Plan, direct, and coordinate all accounting activities within the Bank including the Zonal Branches*
- Able to implement established procedures for safe custody and control of assets.*
- Oversee the flow of cash and financial instruments.*
- Manage the accounting systems and procedures in line with IFRS & DAB policies and other legal requirements, thereby avoiding any qualifications in external auditor's report and management letter.*
- Prepare financial and other regulatory reports as required by laws and regulations.*
- Monitor and Review the consolidated annual budget for the DAB head office, Zonal and sub branches.*
- Able to prepare cash flow forecast to be used for management decisions making.*
- Ensure that all financial records are properly kept and tested its reliability and authenticity.*
- Monitor actual expenditure versus budget and prepare analytical Report.*
- Ensure that all major financial commitments with other parties are covered by a legal written document.*

- *Providing assistance to the Chief Finance Officer (CFO) in planning and financial management and to actively contribute to the strategy development of the Bank as an integral member of the management team.*
- *Motivating personnel through continual coaching of the staff in the Accounting section so that the performance, the job satisfaction, the team working and the personal development of each of them, and of the personnel reporting to them, is optimized.*
- *Determining the necessary training for all members of personnel reporting directly and indirectly to the job holder.*
- *Provide assistance to internal and external auditors, and implement agreed suggestions / observations.*
- *To undertake any other duties that may be requested by the Chief Finance Officer (CFO)*

**Work Experience:**

*Minimum 5 years of experience in related field*

**Training / Special Skills:**

- *Knowledge of advance accounting and finance i.e. methodologies, accounting models, Cost and Management accounting.*
- *Practical experience in financial management and management accounting preferably with international organization.*
- *Knowledge of advanced automated accounting and financial systems (Ms QL or Oracle based).*
- *Intermediate level understanding of the International Financial Reporting Standards.*
- *Creative and problem solving skills.*
- *Excellent supervisory skills.*
- *Must be proficient in MS Office and at least two accounting software program.*
- *Must be fluent in English, Pashto and Dari;*

**Qualification/Education required**

- *Master degree from a recognized university, (M.Com, MBA) major in accounting/finance is desirable; and OR*
- *Association of Chartered Certified Accountant (ACCA)*

**Submission Guideline:**

*Qualified applicants are encouraged to submit their CVs no later than 28<sup>th</sup> 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](mailto:dab.jobs@centralbank.gov.af)*

*Please put **Chief Accountant** in the subject line of your email / application.*

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