



*Da Afghanistan Bank
Position Description*

Post Title: *Deputy for Budgeting and Planning analyst*
Organization: *Da Afghanistan Bank*
Department: *Accounting & Finance Department*
Location: *Kabul, Afghanistan*
Duration: *Permanent (with 3 months probation)*
No of Post: *One*
Candidate: *Male/ Female*
Grade: *10th*
Department: *Accounting & Finance Department*

Position Reporting to this Position: *Senior Budget Analyst
Budget Analyst* **Position to which this Position Reports:** *Chief Financial Officer*

POSITION OBJECTIVES

Summary:

Implementing Budget Policies and performing cost benefit analysis. Using the chart of accounts making a comprehensive quarterly and annual budget variance analysis.

PRIMARY ACTIVITIES OF POSITON:

Description

- *Provides leadership to the budget section plus helping other heads of departments in providing training on budget preparation and procedures.*
- *Develop budget policies and procedures and reviewing and revising the budget manual*
- *Interpret budget directives and establish policies for carrying out directives.*
- *Review and provide guidance on analyzing revenue streams and expenditures for completeness, accuracy and anomalies.*
- *Develop and oversee the implementation of enhanced and innovative budgeting techniques.*
- *Leading in the preparation of annual and long-term budget and strategic plans.*
- *Analyze statistical data required for analysis for budgeting and reporting functions.*
- *Control of cash flows (operating, investing, financial activities) and recommend new ways to improve efficiency and minimizing the expenses.*
- *Providing guidance to the Accounting and Finance Department in coordinating their budget needs*
- *Insures integration of the budget and the strategic plan.*
- *Providing leadership in developing and implementing operational performance measurement tools and standards in partnership with other departments.*

- *Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.*
- *Consult with managers to ensure that budget adjustments are made in accordance with program changes.*
- *Examine budget estimates for completeness, accuracy, and conformity with procedures and regulations.*
- *Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods*
- *Review costs in relation to services performed and recommend any budget revisions.*
- *Direct the preparation of regular and special budget reports.*
- *Ensures compliance with legislative, regulatory and professional standards.*
- *Directs and/or participates in special projects.*
- *To help in building the capacity of the existing accounting staff.*
- *To assist internal /external audit, and implement agreed suggestions / observations.*
- *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 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 **Deputy for Budgeting and Planning** in the subject line of your email / application. Only short listed candidates will be contacted for an interview and written test.*