



*Da Afghanistan Bank
Position Description*

<i>Post Title</i>	<i>Management Information System (MIS) Reporting analyst</i>
<i>Organization</i>	<i>Da Afghanistan Bank</i>
<i>Department</i>	<i>Accounting & Finance Department</i>
<i>Location</i>	<i>Kabul, Afghanistan</i>
<i>Duration</i>	<i>Permanent (with 3 months probation)</i>
<i>No of Post</i>	<i>One</i>
<i>Candidate</i>	<i>Male/ Female</i>
<i>Grade</i>	<i>8th</i>
<i>Department</i>	<i>Accounting & Finance Department</i>

*Position Reporting to this Position:
Accountants*

*Position to which this Position Reports:
Chief Accountant
Deputy for Reporting and Control
Team Leader General Ledger*

POSITION OBJECTIVES

Summary:

Manage Accounting systems and procedures for the proper and safe management of assets and liabilities in line with IFRS & DAB procedures and legal requirements.

PRIMARY ACTIVITIES OF POSITON:

Description

- Gather and consolidate accounting and financial information for the preparation of management reports.*
- Able to extract financial data from accounting and banking system to be used for analytical reports.*
- Able to analyze data and develop various methods of presenting the management reports.*
- Development and enhancement of processes, controls and procedures including the review of forms and reports.*
- Provide assistance in the Implementation of accounting manual and policies and train subordinates in using of analytical reports, accounting procedures and financial reports.*
- Maintain coordination in respect of all accounting activities with DAB Zonal Branches.*
- Review of consolidated monthly accounting and financial data of DAB Zonal office and sub-branches for reporting.*
- Preparation of cash flow forecast as a management reporting tool.*
- Design, evaluate and recommend changes in the reporting formats.*
- To monitor actual expenditure versus budget and prepare analytical Reports.*
- To assist internal and external auditors, and implement agreed suggestions / observations.*

- To help in building the capacity of the existing accounting staff.
- To undertake any other duties that may be requested by the Chief Finance Officer (CFO)

Work Experience:

Minimum 3 years of experience in related field

Training / Special Skills

- Knowledge of accounting principles and methodologies, accounting model, banking, data analysis and reporting of accounting and financial information.
- Good knowledge and skills in report development, delivery and interpretation.
- Practical experience in financial management and management accounting preferably with international organization.
- Ability to identify process improvements and direct its implementation.
- Knowledge of automated accounting and financial systems (SQL or Oracle based).
- Computer literate with proficiency in Advanced Ms Office and at least two accounting software.
- Familiarity with the International Financial Reporting standards.
- Creative in identifying risk and its mitigations.
- Fluency in English, Pashto and Dari.

Qualification/Education required

- Graduate from any recognized collage or university, (BBA/ B.com/BIT/CAT or equivalent) degree major 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 **MIS Reporting Analyst** in the subject line of your email / Application.*

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