



*Da Afghanistan Bank
Position Description*

Position Title *Senior Accountant*
Organization *Da Afghanistan Bank*
Location *Kabul, Afghanistan*
Duration *Permanent (with 3 months Probationary)*
No of Position *one*
Candidate *Male/ Female*
Grade *8th*
Department *Accounting & Finance Department*

Position Reporting to this Position:
Accountant

Position to which this Position Reports:
Chief Accountant / Team Leader General Ledger

POSITION OBJECTIVES

Summary:

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

PRIMARY ACTIVITIES OF POSITION:

Description

- To insure that all interface of accounting modules are properly maintained and working.*
- Should be able to gather accounting data to be used in the preparation of Financial Statements.*
- Sufficient knowledge of conducting the audit trial of accounting transactions.*
- Should be able in assigning proper accounts to accounting entries using the chart of account.*
- Ensure that proper accounting procedures and systems of internal controls are in place and operated, 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 budget.*
- To ensure that all major financial commitments with other parties are covered by a legal written document.*
- To assist internal and external auditors 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 3 years of experience in related field

Training / Special Skills

- *Practical experience in financial management and management accounting preferably with international organization.*
- *Knowledge of intermediate level Computerized accounting and financial systems.*
- *Knowledge of International Financial Reporting Standards.*
- *Must be proficient in MS Office and at least two accounting software program.*
- *Must be fluent in English, Pashto and Dari;*

Qualification/Education required

- *Graduate from any recognized collage or university, (BBA/ B.com/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 **Senior Accountant** in the subject line of your email / Application.*

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