



*Da Afghanistan Bank
Position Description*

Post Title: *Senior Budget 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: *7th*
Department: *Accounting & Finance Department*

Position Reporting to this Position: *Budget Analyst*
Position to which this Position Reports: *Deputy for Budgeting and Planning
Team Leader General Ledger*

POSITION OBJECTIVES

Summary:

Gathering, analyzing, classifying, and summarizing of all Expenditures and revenues reports and related financial data for the preparation of consolidated Budget and making variance analysis of actual vs budgeted.

PRIMARY ACTIVITIES OF POSITON:

Description

- *Assisting in consolidation of accounting and financial data to be used in preparation of annual and quarterly budget analysis.*
- *Maintaining records and files of analytical work i.e. variance analysis of actual vs budgeted.*
- *To work with Deputy for Budgeting and Planning on all matters relating to the Budget allocations and need assessment of amendments required.*
- *Gathering information and data of expenditures and submitting reports to line manager, taking care of proper codes, clarity, conciseness, format and terminologies.*
- *Managing and regularly reviewing the compliance of budget policies and procedures to ensure efficiency and effectiveness and direct the preparation of regular and special budget reports.*
- *Ensuring that budget is consolidated on timely manner and consult with managers to ensure that budget adjustments are made in accordance with program changes and submission of reports to the line manager for analysis and dissemination.*
- *Coordinating with external and internal auditors.*
- *To undertake any other duties that may be assigned the Financial Reporting Control Manager from time to time.*

- *Analyze monthly department budgeting and accounting reports to maintain expenditure controls.*
- *Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.*
- *Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.*
- *Summarize budgets and submit recommendations for the approval or disapproval of funds requests.*
- *Seek new ways to improve efficiency and increase profits.*
- *Review operating budgets to analyze trends affecting budget needs.*
- *Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.*
- *Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods*

Work Experience:

Minimum 2 years of experience in related field

Training / Special Skills

- *Knowledge of Finance and accounting principles, analysis.*
- *Basic knowledge of International Financial Reporting Standards.*
- *Knowledge of Basic level Computerized accounting and financial systems.*

Formal Education

1. *Graduate from any recognized collage or university, (DBA/ D.com/ DIT or equivalent) degree in accounting/ finance or business desirable;*
2. *Must be proficient in MS Office and at least one accounting software program.*
3. *Must be fluent in English, Pashto and Dari;*

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 Budget Analyst** in the subject line of your email / Application*

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