



*Da Afghanistan Bank
Position Description*

Post Title: *Senior Financial Reporting analyst*
Organization: *Da Afghanistan Bank*
Department: *Accounting & Finance Department*
Location: *Kabul, Afghanistan*
Duration: *Permanent (with 3 months probation)*
No of Post: *Two*
Candidate: *Male/ Female*
Grade: *7th*
Department: *Accounting & Finance Department*

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

POSITION OBJECTIVES

Summary:

Gathering, analyzing, classifying, and summarizing of all accounting and financial data for the preparation of consolidated financial statements.

PRIMARY ACTIVITIES OF POSITON:

Description

- *Assisting in consolidation of accounting and financial data to be used in preparation of monthly financial reports.*
- *Maintaining records and files of analytical work, reconciliations and revisions.*
- *To work with Deputy for Reporting and control & Team Leader General Ledger on all matters relating to the Accounting and Financial reporting.*
- *Monitoring and recording of accounting and financial transactions and submitting reports to line manager, taking care of order, clarity, conciseness, format and terminologies.*
- *Developing and maintenance of accounting and financial reports filing system.*
- *Managing and regularly reviewing the compliance of accounting policies and procedures to ensure efficiency and effectiveness.*
- *Overseeing the timely preparation and review of all internal financial reporting requirements.*
- *Ensuring that financial information is consolidated on timely manner 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.*

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/CAT 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 Financial Reporting Analyst** in the subject line of your email / Application*

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