



*Da Afghanistan Bank
Position Description*

<i>Position Title</i>	<i>Core Banking System (CBS) team member</i>
<i>Organization</i>	<i>Da Afghanistan Bank</i>
<i>Location</i>	<i>Kabul, Afghanistan</i>
<i>Duration</i>	<i>Permanent (with 3 months Probationary)</i>
<i>No of Position</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>

<i>Position Reporting to this Position:</i>	<i>Position to which this Position Reports:</i>
	<i>Chief Accountant</i>
	<i>Deputy for reporting and control</i>
	<i>Team Leader General Ledger</i>

POSITION OBJECTIVES

Summary:

Gathering of system requirements from different departments and communicating it to the software developer for enhancing the system as per DAB needs. Making close contact with all zonal and provincial branches for resolving their system related issues on daily basis. Maintaining of back ups both for head office and zonal branches. Visiting the provincial branches for the implementation of the CBS and providing trainings to the staff.

PRIMARY ACTIVITIES OF POSITION:

Description

- To insure that all interface of accounting modules are properly maintained and working.*
- Sufficient knowledge of conducting the parallel testing of manual and automated system.*
- Should be able in assigning proper accounts to accounting entries using the chart of account.*
- Able to monitor all the system users as per their assigned duties and responsibilities.*
- Having experience and understanding of the IT level controls and well familiarity with system security threats.*
- In depth experience in providing real time support / maintenance of Database.*
- Clear understanding of current and emerging technology.*
- Coordinating with Internal & external Auditors.*
- Coordinating with other Departments, like Accounting, Bank Operation, Market operation, Payment Section and other Concern Parties (Ministry of Finance).*
- Complete command on Proper Documentation, Flow charts, Analysis & Procedure.*

- *Complete Command on SQL commands Like Select, Alter, Drop, Truncate, delete, Create, Joint queries.*
- *SQL server Installation, Restoration, Back up, Replication, scheduling and etc.*
- *Auto Backup Scheduling, Establishment of Report for Successful Back up and recovery.*
- *Checking OS Even logs for unusual Events.*
- *Confirm that backups have been made and successfully saved to a secure location.*
- *Monitor Disk space to ensure SQL servers won't run out of disk space.*
- *Ensure that proper accounting procedures and systems of internal controls are in place and operated, maintained at individual sites.*
- *Ensure system compliance with the accounting policies and guidelines of Da Afghanistan Bank.*
- *Follow up on 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.