



*Da Afghanistan Bank
Position Description*

Position Title: Auditor
Organization: Da Afghanistan Bank
Department: Accounting & Finance Department
Location: Kabul, Afghanistan
Duration: Permanent (with 3 months probation)
No of Post: tow
Candidate: Male/ Female
Grade: 6th
Department: Comptroller General

Officials to whom he reports: Comptroller General
Deputy Comptroller General
Team Leader, Team Supervisor

A. Position objectives :

Summary:

B. Duties and responsibilities:

1. Performs duties under the direct supervision of team leader and team supervisor.
2. Seeks advice of team leader and team supervisor and acts upon accordingly.
3. Audit of the registers and accounts of departments is based on samples, every account that is audited using audit sampling method ought to be mentioned in his/her daily reports, and in case of finding any miscalculation, he/she not only takes note but also checks out the other transactions to make sure the transactions are posted without any mistake and according to the accounting principles.
4. Audits other documents of different dates using audit sampling method, and writes them in the report.
5. In case of need, he/she gets the required information from the department by writing formal letters and questionnaire after having advice from the team leader and team supervisor.
6. Gets copies of financial statements and other official documents from some departments necessary to prepare the report and keeps them in related files.
7. Performs any work within his/her duties and responsibilities assigned by the seniors.

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 **Auditor** in the subject line of your email / Application*

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