

Admin and Finance Assistant

Job Details

Opening date: Jan 06, 2021

Closin date: Jan 11, 2021

Work type: Full time

Contract type: Short-term

About AIMA:

The Afghanistan Islamic Medical Association (AIMA) is a non-government and non-profit registered organization established in 2008. AIMA provides medical services, health education and research opportunities for health professionals, medical students, communities, and people in need across different provinces of Afghanistan.

Job Summary:

The Admin and Finance Officer under direct supervision of the Project Coordinator will be responsible for day to day financial operations of the project, financial record keeping, monthly reconciliation reports, preparation of payroll, petty cash and treasury management, and liaising with project donor and stakeholders.

Duties & Responsibilities:

- Keeps financial records and perform financial procedures (e.g., receipts, payments requests, and petty cash).
- Prepares proper recording of accounting and financial information and documentation.
- Performs the reconciliation and verification of accounts regarding cash at hand and cash at bank
- Follows up all transactions continuously and provide updates to the Project Coordinator.
- Verifies payment requests and financial transactions in order to meet the required procedure and budget availability.
- Prepares monthly bank reconciliation reports regarding all cash deposits to the bank(s).
- Ensures compliance with the accounting and auditing requirements.
- Prepares financial reports as per the donor and project requirement.
- Maintains proper cash forecasting system and ensures adequate funds are available to meet the working requirement of the project.
- Verify the accuracy and authenticity of financial records and reports.
- Confirms budgets for workshops, events, trainings and ensures compliance with donor agreement and legal requirements for the project.
- Collects and checks all purchasing bills from site on monthly basis and recording them.
- Processes payment of employees' salary according to approved payroll.
- Identifies project needs of supplies, stationary and etc. and present detailed lists of goods and services to the Project Coordinator for approval.
- Stock management for stationary and other office supplies.

- Office management including filling and proper use of resources.
- Manages transportation for the project staff as and when needed.
- Performs HR tasks including receiving and compiling CVs, shortlisting, supervision of written tests, attending job interviews, issuing ID cards and processing timesheets.
- Performs other relevant tasks as assigned by the Project Coordinator.

Job Requirement:

- Bachelor's Degree in accounting, finance, economics, or any other relevant field.
- Three years of relevant work experience.
- Knowledge of English, Dari, and Pashto Languages.

Submission Guideline:

Interested qualified candidates should send their CV to faizanullah2013@gmail.com.

Job Location:

Kabul, Afghanistan