Vacancy for the Finance Officer-Field Office

(COLOMBO PLAN DRUG ADVISORY PROGRAMME)

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific applies the concepts of self-help and mutual help to strengthen the development process in its member countries. Established in 1951 with seven Commonwealth member countries, over the years the Colombo Plan has expanded its membership to 27 countries not only of the Commonwealth in the Asia Pacific region but also countries belonging to other regional groupings. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through a network of national focal points in member countries for effective coordination of its programming.

Background of the Colombo Plan Field Office:

The Colombo Plan currently implements two large programs out of its field office in Afghanistan: the Drug Advisory Programme (DAP) and Gender Affairs Programme (GAP). DAP works closely with the Government and civil society organizations in Afghanistan to address the problem of substance use disorder through prevention and treatment programs in various settings. In Afghanistan, DAP major projects include support for treatment center operation, preventive drug education, capacity building programs and rural based prevention and treatment initiatives.

Applications are invited from qualified and experienced local personnel for the above post based in Kabul, which meets the required criteria: This is a local hire position contingent upon donor funding.

Job Summary

The Finance Officer has the overall responsibility for ensuring the efficiency, accuracy, and integrity of Colombo Plan’s accounting and financial operations in Afghanistan, and for providing accounting and financial oversight for the DAP projects/programs in Afghanistan. In this capacity, the Finance Officer is responsible for ensuring that all DAP projects financial operations are in conformance with Colombo Plan policy and operating procedures. She/he tracks and analyzes all costs incurred under the DAP projects/programs, maintains financial records for all project activities, monitors project budgets and financial expenditure rates, and provides detailed analysis and budget reports to Colombo Plan headquarters as well as intern. The Finance Officer directly reports to the Director, Colombo Plan Field Office- Afghanistan and adhere the instructions and guidance given by the Head of Finance and Director-DAP.

Role / Responsibilities:

- Plan and administer basic financial services for the DAP projects, including maintaining financial records; ensuring all internal control procedures are implemented; and generating and interpreting financial reports, bank accounts, and other financial data;
• Manage DAP project funds, including receipt, recording, disbursement and investment of funds from all sources; prepare payment vouchers, write checks, purchase and sell currencies, arrange banking services, and maintain appropriate records and financial management filing system;

• Implement standard operating procedures to record and account for DAP project expenditures, particularly in environments where invoices and receipts may not be readily available;

• Plan, develop, and implement automated financial and/or accounting systems;

• Review and analyze systems operations to resolve problems related to the processing of fiscal, cost, property, and other financial data;

• Promptly report anomalies in financial operations to Colombo Plan Afghanistan Program;

• Maintain regular communication with the Colombo Plan Head of Finance in the CP Headquarter;

• Monitor and track the progress of financial activities toward program objectives, and recommend reprogramming actions to realign resources;

• Draft monthly, quarterly, and final reports for CP Headquarter detailing DAP project financial activities; manage DAP project budgetary performance metrics;

• Support CP Headquarters program and finance team in the review of financial reports and supporting documents submitted by project implementing partners;

• Support the Director, Program Manager, Field Office and Program Officers to develop budgets for planned activities, ensuring consistency with standard price indices for similar projects and procurements in Afghanistan;

• Ensure timely allocation, obligation, recovery, and transfer of funds for programs;

• Perform surveys, studies, and evaluations to measure and improve program operations and results; participate in audits and reviews of financial management activities, including by recommending specific actions to improve DAP project operations;

• Evaluate cost estimates for procurement requests and contract proposals to provide adequate justification and consistency with approved budgets, goals and plans;

• Design and develop spreadsheets, graphs, charts, and other documents to present financial information in a clear and understandable form for management.
Minimum Qualifications

Education:
Bachelor degree in finance management

Work Experience:
A minimum of 3 years of professional work experience as finance officer in an reputed organization, preferably in an international organization.

Hands on experience in multiple accounting and finance management computer based systems, software and programs.

Understanding of Govt. of Afghanistan financial policies and procedure and procurement systems

Ability to use MS office, MS windows and email communication system for office work

Language:
Written and spoken command of the English language and command of the Afghan languages like Dari and Pashto for the purpose of reviewing financial documents in Afghan languages.

Strong written communication, analytical, organizational, and multitasking skills

Ability to work effectively under pressure, within short time constraints, and during times of rapidly developing events

Basic commercial awareness, numerical and analytical skills

Applications (CV and Cover letter) should be sent via email on or before 20 November 2020 to vacancies@colombo-plan.org. The email title should clearly mention: Finance Officer (Kabul based). Only short-listed candidates will be contacted for the interview