

## JOB DESCRIPTION

<b>Job Title:</b>	Afghanistan Finance Officer
<b>Location:</b>	London/UK (Hybrid)
<b>Reporting to:</b>	Afghanistan Country Manager/Programme Manager
<b>Type of position:</b>	UK-based
<b>Grade and Salary:</b>	£30,132 full-time or £18,072 p/t time; Grade D
<b>Contract terms and hours:</b>	<p>12 months, with possible extension basing on funding.</p> <p>Full-Time (37.5 hours a week); Part-time will be considered at 22.5 hours per week.</p> <p>Please note this role is dependent on continuation of funding</p>
<p><b>Background:</b></p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p> <p><b>Description of Saferworld's Afghanistan programme:</b></p> <p>Saferworld has been working on and in Afghanistan since 2014. We lead a consortium of international and Afghan research and analysis agencies working to support donors to integrate conflict sensitivity into their strategies, policies, programming, and practices in Afghanistan. We have also been partnering with a range of organisations to support regional dialogues and economic connectivity across Afghanistan, Pakistan, and the region. Our programming also supports efforts to convene and fund Afghan Civil Society Organisations (CSOs) on an ongoing basis, through a series of partnerships.</p>	
<p><b>Job purpose:</b></p> <p>Reporting to the Afghanistan Country Manager/Programme Manager, the Finance Officer contributes towards ensuring smooth and efficient management of the financial systems. S/he will:</p> <ul style="list-style-type: none"> <li>• Support team members in operating a strong financial control environment in Saferworld, including maintaining comprehensive and accurate financial records and other bookkeeping and banking tasks.</li> <li>• Support the Afghanistan Country Manager/Programme Manager in ensuring the effective management and delivery of Afghanistan-related projects</li> </ul>	

## **Roles and responsibilities:**

### **1. Receive and process payments for suppliers, staff and any other providers of goods and services to the Organisation**

- Process staff payment requests, supplier, service providers' invoices ensuring compliance with Saferworld and donor agencies rules and regulations.
- Receive and review partner organisation fund requests and their accountabilities and ensure these comply with Saferworld and donor requirements before forwarding for approval.
- Review payment supporting documents to ensure that they are in line with authorisation levels & structure, tax invoices match purchase orders, delivery notes and goods received notes.
- Follow up on receipts from suppliers and service providers on all payments made through electronic banking.
- Process all staff claims within a week after receipt of the approved claims.
- Ensure internal control system is functional

### **2. Capture all financial data in the organisation's accounting software**

- Check for accuracy, completeness and coding before transactions are entered into the computerized accounting system (SUN).
- Enter all paid transactions and staff accountabilities into the computerized accounting system.
- Maintain proper filing of payment vouchers in a timely and accurate manner and ensure that all supporting documents are attached.

### **3. Coordinate regular bank transactions**

- Coordinate closely with London Finance team to ensure all banking needs are met

### **4. Prepare and submit financial reports**

- Prepare timely monthly receipts and reconciliation statement.
- Prepare and submit all statutory returns, such as, PAYE, NSSF and LST, where these are relevant
- Prepare monthly bank reconciliation statement where relevant
- Prepare and submit a monthly financial expenditure report for the Afghanistan programme
- Analyse and interpret management reports for project teams enabling them to make informed decisions.
- Reconcile all balance sheet accounts to ascertain accuracy of transactions posted on the accounts and the genuineness of the balances. Submit a monthly balance sheet reconciliation schedule.
- Receive and review partner financial requests and report and ensure compliance with the grant agreement
- Where required, support programmes team in building the capacity of partners in sound financial management systems.
- Support on responses to donor queries regarding financial reporting and budget management

### **5. Manage project cash and valuables**

- In coordination with the London Finance team, ensure the safe custody of money in line with Saferworld finance policies and procedures
- Reconcile all cash received and paid out for the Afghanistan team
- Receive and issue a receipt for any cash deposits received from Afghanistan team or partners
- Organise the pay-out of cash for all approved petty cash payments
- Keep safe storage of cash, cheque books and stubs, receipt books and any other valuable documents for the office

### **6. Participate in internal and external audit exercises**

- Plan and prepare full and detailed financial schedules for internal and external audits, ensuring that the auditors receive the necessary support and information.
- Respond to all audit queries to ensure audit objectives are met, and implement audit recommendations as may be directed by the Afghanistan team or London Finance team
- Maintain a complete audit trail of all relevant documents under your custody from inception to completion

### **7. Perform other relevant tasks assigned by management**

- Contribute towards the review and development of the projects internal controls and accounting system to support the project's continuous improvement initiatives.

<b>Key working relationships</b> Programme Teams, Conflict Advisory Unit, Finance Team (London), donors, national and international partners.	
<b>Scope and accountability</b>	
<b>Decision making and limits of authority</b>	<ul style="list-style-type: none"> <li>Day to day decisions on ensuring efficient running of finance function as per Saferworld existing authorisation matrix in the finance manual</li> </ul>
<b>Financial resources</b>	<ul style="list-style-type: none"> <li>Responsible for processing financial payments and receipts</li> </ul>
<b>Other resources</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>Ensure compliance to policies, procedures and practices in the organisation</li> <li>Ensure compliance with national legislation in the UK and regional countries (where possible). Where there is contradiction, seek guidance</li> </ul>
<b>Person specification</b>	
<b>Knowledge, qualifications and experience</b> <ul style="list-style-type: none"> <li>A first degree in commerce, business administration, business studies or management with specialisation in finance or accounting.</li> <li>Should have part or full qualification of ACCA or CPA</li> <li>Understanding of NGO operating procedures and requirements.</li> <li>Sound experience of working in finance, administration and/or procurement in a relevant field in NGOs or INGOs.</li> <li>Sound knowledge of accounting procedures and principles.</li> </ul>	
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>Excellent computer skills, specifically in Microsoft Excel.</li> <li>Experience of using accounting software especially, QuickBooks, SUN system.</li> <li>Fluency in English (written and spoken); knowledge of Dari, Pashto and/or Urdu will be considered a strong asset</li> <li>A positive problem-solving approach</li> <li>Good inter-personal and team-working skills</li> <li>A willingness to promote the work of Saferworld and develop collaborative work with others</li> <li>A commitment to working in a non-partisan manner</li> <li>A commitment to learning and being open to new ideas and approaches</li> </ul>	
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>Commitment to and compliance with Saferworld's safeguarding principles</li> <li>Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work</li> <li>Commitment to combating systems of gender inequality, structural racism and sexism and other forms of power structures that lead to the exclusion/oppression of certain groups (including people with disability).</li> <li>Commitment to own continuing personal and professional development</li> <li>Commitment to the vision, mission and values of Saferworld</li> </ul>	
<b>Application process</b>  <b>To apply:</b> Download and complete an application form at <a href="http://www.saferworld.org.uk/jobs/jobs">http://www.saferworld.org.uk/jobs/jobs</a> and send to <a href="mailto:jobs@saferworld.org.uk">jobs@saferworld.org.uk</a> (Ref: AFG FO)  <b>Deadline for applications: 15 February 2023</b>  We only accept completed application forms so please do send your CV	