

Afghanistan Finance Manager Samuel Hall

Samuel Hall is seeking a professional and motivated Finance Manager to join its Afghanistan office for a full-time position based in Kabul. The Finance Manager (FM) is Samuel Hall's (SH) financial focal in its assigned Country / Area of Operations (AoR). The FM reports directly to the Country Representative (CR). The FM is responsible for all SH financial operations within their AoR. All management roles within Samuel Hall require flexibility of working hours and the FM will be required to be mainly present in countries of operation and supervision.



Who We Are: Objectives and Ethos

Samuel Hall is an independent think tank specialised in field research and social impact. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Kenya and Somalia covering Asia and Africa.

WORK ENVIRONMENT: We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark, and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable followers, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge, and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need a thick skin, passion and dedication!

Vacancy Requirements

Applicants will need to possess and demonstrate the following qualifications and transferable skills:

- Master's degree or equivalent
- At least 2 years of experience in finance positions
- Complete written and oral fluency in English: Exceptional English writing skills; French a plus
- Proven knowledge of conducting analysis with financial and management software
- Knowledge of Xero and/or another accounting software
- Strong IT skills and knowledge of Excel spread sheets and financial modelling
- Exceptional knowledge of International Financial Reporting Standards (IFRS)
- Strong analytical and mathematical skills
- Solid communications skills; verbal and written
- Experience of working with multi-cultural teams
- Keen attention to detail; pro-active
- Ability to adapt and work well within a team
- Ability to cope well under pressure, work irregular hours and meet tight deadlines
- Patience

Tasks to be Performed under the Contract

1. Strategic Planning and Reporting

- Monitors the implementation of financial procedures and processes
- Leads on financial compliance measures
- Advises the CR on the country financial strategy and implementation plan, budget strategy and cost effectiveness measures
- Reports on monthly objectives, achievements and gaps
- Is responsible for ensuring the reporting on implementation of financial policies and processes
- Advises the country representative on any financial matter or questions
- Produces monthly, bi-yearly and yearly financial notes and forecasts for the office
- Oversees contractual obligations including contract review, payment structure and invoicing
- Supervises the performance of the finance team
- Is responsible for any investigation of financial mismanagement, fraud and diversion

2. Consolidation of Financial Accounts and Systems

- Manages cash flow
- Consolidates all financial accounts and systems through Xero
- Supervises all financial transactions
- Is responsible for restructuring the financial system in line with international accounting standards
- Is responsible for correct storage in the financial software of all relevant financial documents
- Coordinates with financial advisors for consolidated and audited reports in line with international guidelines

Summary of Job Description

Employer	Samuel Hall
Location	Kabul, Afghanistan
Position	Finance Manager
Contract Duration	One or Two years with a three-month trial period (renewable)
Gender	Any
Salary	Commensurate on experience and fitting to the Samuel Hall salary grid standards (maximum 3,500 USD net)
Vacancy Closure	5 December 2017
Preferred Background	Candidates with degrees in the following fields are encouraged to apply: finance, economics, accounting, business, management, etc.
Minimum Qualifications	Masters' Degree
E-mail for submission	careers@samuelhall.org
Submission Guidelines	All applicants should send their cover letter and CV in separate PDF files, each labelled: 'CL/CV – Full name of Applicant' with the e-mail subject line clearly expressed, using the following format: 'Name – Afghanistan FM.' Copies of diplomas and certifications and three professional references should also be included. Samuel Hall is an equal opportunities employer. Applications who do not follow the required format will not be considered. Only selected applicants will be notified and interviews will be conducted on a rolling basis.