

## Afghanistan Internal Audit Consultant Samuel Hall

Samuel Hall is seeking a professional and motivated Finance Consultant to join its Afghanistan office for a short-term position based in Kabul. The Consultant will report directly to the Country Representative (CR).

The consultant is required to analyse all banking and financial processes of the company, review available data and examine the working structures and operations of the finance department.

The consultant will also be tasked in evaluating the department's operations, identifying ways to optimise performance through risk management, control and governance processes.



### 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: 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 (highly recommended)
- At least 5 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
- Strong, proven business background
- Impeccable organisational skill
- Amendable manner for interviewing and investigating
- Conviction and confidence to make recommendations based on findings
- Knowledge of Xero and/or another accounting software
- Strong IT skills and knowledge of Excel spread sheets and financial modelling
- Sound knowledge of International Financial Reporting Standards (IFRS)
- Strong communications skills; verbal and written
- Experience of working with multi-cultural teams
- Keen attention to detail; pro-active

- Ability to cope well under pressure, work irregular hours and meet tight deadlines

## Tasks to be Performed under the Contract

### 1. Internal audit

- Evaluating the company's implementation of financial procedures and processes
- Evaluating financial records
- Review the suitability of internal controls
- Determine compliance with policies and procedures
- Assesses the performance of the finance team
- Advises the country representative on any financial matter or questions
- Consolidates all financial accounts and systems through Xero

### 2. Reporting

- Preparing reports documenting findings and making recommendations
- Conducting presentations on findings to management
- Advises the Management on the country financial strategy and implementation plan, budget strategy and cost effectiveness measures
- Makes recommendations and acts on restructuring the financial system in line with international accounting standards
- Coordinates with auditors for consolidated and audited reports in line with international guidelines

## Summary of Job Description

<b>Employer</b>	Samuel Hall
<b>Location</b>	Kabul, Afghanistan
<b>Position</b>	Finance Consultant
<b>Contract Duration</b>	Two months with a possibility of extension
<b>Gender</b>	Any; women are strongly encouraged to apply
<b>Salary</b>	Commensurate on experience and fitting to the Samuel Hall salary grid standards (maximum 3,000 USD net)
<b>Vacancy Closure</b>	20 May 2018 – applications will be reviewed on a rolling basis
<b>Preferred Background</b>	Candidates with degrees in the following fields are encouraged to apply: finance, economics, accounting, business, management, etc.
<b>Minimum Qualifications</b>	Masters' Degree
<b>E-mail for submission</b>	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>
<b>Submission Guidelines</b>	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.