

JOB DESCRIPTION

Job Title: Senior Manager-Finance

Location: RTE's HQ at Kabul

Job Responsibilities:

- Develop and implement accounting procedures to ensure the entry and documentation of Company's expenses, assets and revenues on daily / periodic basis as appropriate.
- Prepare quarterly and annual expenditure, sales and revenue reports as to enable the preparation and completing of income tax related quarterly and annual forms on timely basis.
- Analyze, audit and verify fiscal records and reports.
- Prepare company's annual budget and revise it on mid-year basis.
- Prepare annual financial status and audit reports including the required schedules required for the company's internal and external audits.
- Prepare periodic (weekly, monthly) invoices and manage their payments.
- Maintain and Update Company's accounting journal including cash flow reports.
- Manage petty-cash accounts.
- Provide in-service and workshop training in the relevant areas of financial management to the staff of the Accounting /Finance section and other relevant staff of the company.
- Work closely with the relevant staff of the business development /marketing wings of the company to prepare annual Business plans.

Required Qualifications:

- Bachelor's degree in economics or business admin/MBA/BBA
- Should have excellent writing, reading and speaking skills with 5-7 years relevant experience.
- Knowledge of local languages is preferable.
- Should have corporate level proficiency in MSWord, Excel, PowerPoint and official e-mailing/computer skills.
- Should have a presentable, courteous and pleasant personality.
- Should be hardworking, sincere, honest, dedicated and self achiever.