

Position Title: Finance/Logistic Officer

Date of Announcement: November 28, 2023; Date of Activation: November 28 Date of Expire: November 30, 2023

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Job Location: Herat

Nationality: Afghan

Category: Admin/Finance

Employment Type: Full Time

Salary: As per organization salary scale

Vacancy Number: NCRO/HR/73 23 - 1.2

No. Of Jobs: 1

Organization: New Consultancy and Relief Organization

Years of Experience: 3 years.

Contract Duration: Four Months

Gender: Male/Female

Education: Bachelor's degree,
Graduated from
Faculty of
Economy, holder of
BBA or equivalent
in related
professional field.

Close date: 30,Nov,2023

About New Consultancy and Relief Organization:

New Consultancy and Relief Organization (NCRO) is serving the needy people, particularly returnees from the neighboring countries and internally displaced persons IDPs due to natural disasters or internal conflicts. NCRO is a fully voluntary organization, providing assistance in water supply, sanitation, food security, nutrition, protection, shelter, infrastructure, and economic recovery to vulnerable people, irrespective of gender, race, language and location.

Job Description:

The Finance officer will be responsible for check and control all the expenditures according to approved budget, the financial rules and regulations.

- Make sure that expenditures are according to the approved budget, the financial rules and regulations.
- Responsible for preparing monthly local staff salaries (pay-roll)
- Follow up the project receivable, liabilities, and stock records.
- Responsible for filing system of the Project documents.
- Keep financial records of the Project.
- Maintain bank transaction records and reconcile the bank account

- Statement.
- Keep record and copies of vouchers and other financial documents.
- Communicate all technical issues with His/her superior.
- Any other duties as directed by the Finance Manager.

Job Requirements:

Education:

Bachelor's degree, Graduated from Faculty of Economy, holder of BBA or equivalent in related professional field

Years of Experience:

- Minimum 3 years of related work experience. Preference will be given to candidates who have worked as finance officer in one of the NCRO projects.
- Experience of planning, reporting, and budgeting
- Fluent in speaking, reading, and writing English, Pashto and Dari languages.
- Computer skill at operator level, especially with MS Office package.
- To be very good in calculation.
- Willing to travel in the field projects.

Submission Guideline:

- Please mention the vacancy number and position in the subject list while sending your C.V & cover letter, Applications received after the closing date and without subject list will not be taken for consideration. Qualified female candidates are encouraged to apply.

Note: Only short listed candidates whose applications respond to the stated criteria will be contacted for interview.

Hard copy of application and CV can be submitted to NCRO office:

To: Sayed Nawroz NCRO Regional Manager
NCRO Office: Herat Province, Herat City, Nahia (zone) 6, Ferqa Road, Majeedi Street, In front of Majeedi Ice Factory, House No 640.

Tel: +93 79 517 6979/+93799373536

Submission Email:

hr@ncro-afg.org & ncrohrmanager@gmail.com