



Vacancy Number:	
Post Title:	Regional Finance Manager- AFTEL
Organization:	Afghan Telecom
Location:	One each for Kabul, Kundoz, Mazar, Jalabad and Kandahar
Duration:	10 Months
No. of Post:	5
Sex:	Male/female
Nationality	Any
Salary:	Matching with Experience
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	hr@afghantelecom.af
Background:	Afghan Telecom Corporation is the only basic telecom service provider in Afghanistan. It aims to provide superior connectivity solutions to the people of Afghanistan. Promoted by the Ministry of Communications, Afghan Telecom provides affordable Wireless and Digital Fixed Line services.
Job Summary:	<p>1. <i>The Regional Finance Manager is responsible for the day to day financial operations of the regional office. The tasks are :</i></p> <ol style="list-style-type: none"> 1. <i>Review the claims and make sure that claims are according to the AFTEL's procurement policy and finance policy. Prepare payment vouchers for the claims.</i> 2. <i>Record all the payment vouchers in the finance system.</i> 3. <i>Check and review all the documents for revenues.</i> 4. <i>Prepare receipt vouchers for revenues and record them in the finance system.</i> 5. <i>Transfer excess money from the regional office bank account to the company bank account in kabul.</i> 6. <i>Provide advances to staff members and provincial offices for their requirements.</i> 7. <i>Replenish petty cash and give money to the cashier.</i> 8. <i>Review the financial reports and take appropriate actions for correction of the errors.</i> <p>2. <i>The Regional Finance Manager is responsible for development of regional finance plan. Planning activities will include:</i></p> <ol style="list-style-type: none"> a) <i>Develop the yearly regional office finance plan in light of the overall organization plan</i> b) <i>Communicate about the prepared plan to his/her staff members.</i> c) <i>Draft the plan implementation strategy and monitor progress of its implementation</i> d) <i>Report progress about implementation of the plan to the senior management.</i> <p>3. <i>The Regional Finance Manager is responsible to coordinate Revenue earning activities with other departments. Coordination will include activities such as:</i></p>

	<ul style="list-style-type: none"> a) <i>Communication and team work with the marketing department regarding the planned revenue.</i> b) <i>Communication and coordination regarding sale of inventories and plan for the future.</i> c) <i>Coordination with technical department regarding equipment and other issues.</i> d) <i>Coordinate financial report dissemination to other departments in the regional office.</i> <p>4. <i>The Regional Finance Manager is responsible for preparation of the regional office budgets and these activities will include:</i></p> <ul style="list-style-type: none"> a) <i>Coordinate the regional office budget preparation.</i> b) <i>Seek information about future revenue and expenditure from various departments.</i> c) <i>Develop the budget and seek department's inputs.</i> d) <i>Forward the budget to the head office for review and approval.</i> e) <i>Disseminate the approved budget to all departments at the regional office.</i> f) <i>Develop budget monitoring tools and provide input to the departments about the budget spending</i> <p>5. <i>The incumbent is responsible for supervision of the regional finance staff. Supervision activities will include:</i></p> <ul style="list-style-type: none"> a) <i>Prepare job descriptions and play a leading role in recruitment of the regional finance staff.</i> b) <i>Take active part in orientation of the regional finance personnel and provide necessary finance training to the regional office finance staff</i> c) <i>Provide day to day feedback and input to the regional finance staff.</i> d) <i>Conduct mid term and yearly performance evaluation of regional finance staff.</i> e) <i>Prepare training plan for the regional finance staff</i> <p>6. <i>Participate in professional training and development activities, as needed; help plan for and implement job-related training and development activities for assigned staff, as needed.</i></p> <p>7. <i>Perform any other duties as assigned by Afghan Telecom</i></p>
<p>Qualification</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▪ <i>The incumbent should have a degree in accounts from a well known university and at least five years of working experience with one of the international organizations or private organization with sizable operation.</i> ▪ <i>The incumbent should understand English and should be fluent in Dari and Pashto.</i> ▪ <i>Team Player</i> <p>Desired:</p> <ul style="list-style-type: none"> ▪ <i>Excellent Planning skills</i> ▪ <i>Excellent Communication and Problem solving skills</i> ▪ <i>The incumbent shall be computer expert and should be proficient in - Excel and word</i>

Submission Guideline:

CVs to be sent to the corporate Head Quarters of Afghan Telecom Kabul or to any Zonal Head Quarter in Afghanistan (Addressees given here)

Afghan Telecom corporate office
4th Floor Post Parcel Building
Mohammad Jan Khan Watt, Kabul
Afghanistan.
Tel: 0202103726
Email: hr@afghantelecom.af

Or Afghan Telecom zonal Head Quarter of

KABUL
Afghan Telecom
3rd Floor PTT Building Kabul Regional
Office Pashtonistan Watt, Kabul
Afghanistan
Tel: 0202102650
E.meil: ahmad.sear@afghantelecom.af

Or Afghan Telecom zonal Head Quarter of

KUNDUZ
Add: 2nd District
Walayat Avenue
Ministry of Communication Building
Telephone Number: 0093 (75) 550-2669

Or Afghan Telecom zonal Head Quarter of

JALALABAD
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (75) 200-2004

Or Afghan Telecom zonal Head Quarter of

HERAAT
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (040) 220-123

Or Afghan Telecom zonal Head Quarter of

KANDAHAR
Add: 2nd Floor Ministry of Communication
Building
Telephone Number: 0093 (030) 3002125

Or Afghan Telecom zonal Head Quarter of

Or Afghan Telecom zonal Head Quarter of

MAZAR-E-SHARIF
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (050) 5011200

IMPORTANT NOTES

- 1. Applications will be reviewed thoroughly and only those candidates will be contacted for interviews whose qualifications meet the requirement of the job.*
- 2. Short listed candidates are normally contacted within a week after the deadline for applications.*
- 3. Applicants should have at least two references of the supervisors/coworkers, with whom they have worked.*
- 4. All documents/Certificates should be attached with the CV.*
- 5. Afghan Telecom is an equal opportunity employer and applications are reviewed based on merits and without regard to applicants race, ethnicity, beliefs, age, gender, marital status and physical or mental disability.*