



Vacancy Number:	
Post Title:	Accounting Manager
Organization:	Afghan Telecom
Location:	Head Quarter
Duration:	10Months
No. of Post:	One
Sex:	Male / Female
Nationality	Any
Salary:	Matching with Experience and Qualifications
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	<a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a>
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><b>Accounting services:</b>  The account payable officer is responsible to undertake the daily account payable services and perform all the duties of the account payable section. The duties may include:</p> <ol style="list-style-type: none"> <li>1. Responsible to check and review the financial documents for all the claims submitted to the account payable section in head office.</li> <li>2. Prepare petty cash vouchers for the invoices below Afg 5,000, reviewed financial documents and secure approval of the petty cash vouchers</li> <li>3. Review the claims and prepare Check payment vouchers for all claims submitted to finance</li> <li>4. Prepare adjustment journal entry vouchers for all the correcting entries as well as month end entries.</li> <li>5. Review the petty cash vouchers and the petty cash expense summary and replenish petty cash from bank</li> <li>6. Record all check vouchers in the financial management system.</li> </ol> <p><b>B. Planning:</b>  The incumbent is responsible to prepare yearly plans for the account payable section and contribute to the overall company plans. Activities may include:</p>

7. Participate the yearly finance planning session.
8. Prepare yearly plan for the account payable section in light of the overall company plans as well as the finance department plan.
9. Communicate about the prepared plan to all departments and relevant staff members.
10. Draft the plan implementation strategy and monitor progress of its implementation
11. Report progress about implementation of the plan

C. Supervision:

The account payable officer is responsible to supervise the finance assistant and other account payable section personnel. Supervision activities may include:

12. Assist in recruitment process and prepare the job description for the position.
13. Provide orientation and training to the new comer.
14. Conduct mid term and year end performance evaluation of the finance assistant and other account payable staff members.
15. Provide day to day support to the finance assistant and other account payable staff members
16. Be gender sensitive and institutionalize organizational values at the work place and the daily activities.
17. Maintain good relations with all department and individuals and be a team player.

D. Budgeting:

The account payable officer is responsible to assist in budget preparation process. Some of the activities that the account payable officer may perform include:

18. Assist in budget preparation and provide historical data to the person preparing the budget.
19. Provide accurate figures about the price of some items while developing the yearly budgets.
20. Assist in preparation of budget worksheets.
21. Any other task as assigned.
22. Participate in professional training and development activities, as needed or requested; help plan for and implement job-related training and development activities for assigned staff, as needed.
23. Represent Afghan Telecom positively and professionally in both internal and external relations and situations.

	24. Perform other duties as necessary and/or as requested.
Qualification	<p><u>Essential:</u>  Excellent Planning skills  Excellent Communication Skills  Problem solving skills  Team Player</p> <p><u>Desired/ Qualification:</u>  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 organization or private organization with sizable operation.  The incumbent shall be computer expert and proficient in Excel and word. Further knowledge of computer is preferable.</p> <ul style="list-style-type: none"> <li>▪ The incumbent of the position shall understand English and shall be fluent in Dari and Pashto.</li> </ul>
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)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><i>Afghan Telecom corporate office</i>  4<sup>th</sup> Floor Post Parcel Building  Mohammad Jan Khan Watt, Kabul  Afghanistan.  Tel: 0202103726  Email: <a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a></p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><i>KABUL</i>  Afghan Telecom  3<sup>rd</sup> Floor PTT Building Kabul Regional  Office Pashtonistan Watt, Kabul  Afghanistan  Tel: 0202102650  E.meil:ahmad.sear@afghantelecom.af</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>KUNDUZ</b>  Add: 2<sup>nd</sup> District  Walayat Avenue  Ministry of Communication Building  Telephone Number: 0093 (75) 550-2669</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>JALALABAD</b>  Add: 1<sup>st</sup> Floor Ministry of Communication  Building  Telephone Number: 0093 (75) 200-2004</p> </div>

	<p>Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"><p>HERAAT Add: 1<sup>st</sup> Floor Ministry of Communication Building Telephone Number: 0093 (040) 220-123</p></div> <p>Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"><p>KANDAHAR Add: 2<sup>nd</sup> Floor Ministry of Communication Building Telephone Number: 0093 (030) 3002125</p></div> <p>Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"><p>MAZAR-E-SHARIF Add: 1<sup>st</sup> Floor Ministry of Communication Building Telephone Number: 0093 (050) 5011200</p></div>
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**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.*