



Job Requisition

TITLE:	Head of Finance/ Internal Auditor
POSITION:	1 (one)
REPORTS TO:	Director
LOCATION:	Kabul Afghanistan
LENGTH OF CONTRACT:	3 months of probation (with possible one-year extension)
ANNOUNCE DATE:	15 January 2023
CLOSING DATE:	30 January 2023

About

Women for Justice Organisation (WJO) is a non-governmental organisation registered with the Ministry of Economy in Afghanistan under number 4527 dated 7 October 2018. We provide psychosocial and education services to women and girls in Afghanistan.

Position Description: Under the direct supervision of the Director, the Head of Finance manage and ensure that WJO's financial procedures and system operate effectively and efficiently. She/ he will play a key role to ensure correct financial management, developing project and annual budget; and ensure correct and timely financial reporting to donors. She/he is in charge of coordination, administration, finance, planning, monitoring of finance and administrative processes, supporting and guiding the admin and finance staff. In case of issues, the director would have the final decision. Besides that s/he is expected to take a lead in an organizational change process: developing effective structures and procedures within the finance department.

Responsibilities:

- At least, bachelor's degree in financial management or business administration is required.
- Excellent leadership and management skills and demonstrated experience of managing teams of 10 or more staff members in a participatory style.
- Excellent administrative and organizational skills.
- Be able to work under stress and short deadlines.
- Knowledge of NGO taxation in Afghanistan is required.
- Understanding of organizational development and change management processes
- Language fluency in Dari/Pashto and English.
- Knowledge and experience of QuickBooks.
- Strong interpersonal, communication and teambuilding skills.
- High level of maturity and cultural sensitivity.
- Strong computer skills in MS Word, Excel, PowerPoint and Email applications.

- Willingness and ability to travel within Afghanistan to program sites and internationally as required

Successful candidate will be able to demonstrate the following attributes:

- Detail-oriented and highly organized.
- Ability to set priorities, manages time effectively, and handles multiple tasks under tight deadlines.
- Ability to think strategically and act in the best interests of WJO and its clients.
- Skilled communicator, both verbally and in writing.
- Ability to work both independently and as an effective team member.
- Keen to learn new topics, methods and skills related to her job. Able to implement new ideas, skills, methods and improve performance accordingly.

Salary is competitive between \$500.00 - \$700 depending on qualifications, experience and performance during probation period.

Applying:

To apply please send your application to humaira@wjoafg.org and natasha@wjoafg.org
Reference: Job Title 'Head of Finance/ Internal Auditor in the e-mail subject line.

- Resume
- A one-page cover letter explaining your interest for the post and your CV with your contact number.
- 2 Reference Letters and one must be from previous supervisor

Application Process

Short listed candidates will be directly contacted for interview. If you are not contacted within two weeks after the closing date, please understand that your application has not been successful for the post.