

A. Finance Officer

Assists the Director of Department in

- 1- Maintaining comprehensive records of funds from different sources supporting implementation by NAA and its networks.
- 2- Developing and maintain a standardized accounting system that can be used for different requirements from donor agencies.
- 3- Ensuring compliance with the operational guidelines and procedures for implementation of programmed activities.
- 4- Coordinating with NAA and Provinces to ensure smooth fund flows.
- 5- Maintaining reliable records for reporting and auditing purposes.
- 6- Maintaining constant internal audit.
- 7- Collaborating with the Planning, Monitoring and Reporting Department and other Departments to assist the implementation of NAA' activities though timely procurements of goods and services as required.
- 8- Preparing and releasing financial documents.
- 9- Making staff salary and other payments.
- 10- Maintaining assets and inventories records.
- 11-Ensuring that the financial procedures and internal control mechanisms are properly enforced;
- 12- Carrying out any other tasks assigned by the Director.

Requirement:

- a. MBA in or equivalent of Finance or Accounting
- b. At least three year experience in finance or accounting field. Experience with Global Fund is advantage.
- c. High general computer skills and familiar with Peachtree or Quickbook software
- d. Fluent in writing and speaking English