**JOB DESCRIPTION**

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| **Job Title** | Financial Analyst |
| **Place of Work** | Ministry of Economy, Directorate of NGOs |
| **Reports to** | Director of NGOs |
| **Vacancy Number** | 2 |

**INTRODUCTION**

Ministry of Economy as a key institution according to its mandate undertakes the responsibility of effective and efficient coordination, design and preparation of policies, strategies and plans for social, economic development and enhancement of economic effectiveness through balanced national economic sectorial development, maintaining sustainable growth in light of the socio-economic policies of the country (encourage, protect/support of private sector for increasing the GDP, national products, and promotion of employment opportunities for prosperity of the people of Afghanistan).

In addition to the above, MoEC also has the responsibility of monitoring and evaluation of all economic activities which takes place in the country including the NGOs to make sure that the programs are implemented in an effective and efficient manner.

The position offered will be part of the team of NGOs Department of the MoE and will assist in strengthening the analytical, reporting, and monitoring and evaluation capabilities of the existing staff both at central and provincial levels. The incumbent will help in mapping the accurate results of outputs generated, outcomes and impacts achieved in all sectors by all national and international NGOs.

The outputs and impacts achieved will be broadly shared with all stakeholders including GoIRA, donors and civil society to ensure transparency, efficiency and effectiveness to the best satisfaction of all relevant parties. The lessons learnt from the evaluation will enable the planners, policy makers and leaders of the country to make a positive shift in policies and resources allocations for better results in line with the sectorial ministries and donors.

**Financial Analyst Responsibilities:**

Include:

* Consolidating and analysing financial data, taking into account NGO’s Directorate goals and financial standing
* Providing creative alternatives and recommendations to make NGO’s more accountable for the government of Afghanistan.
* Assembling and summarizing data to structure sophisticated reports on financial status of NGO’s

**Job brief**

We are looking for a Financial Analyst to provide accurate and data based information on NGO’s financial performance. You will research and analyse financial information to help NGO’s Directorate make well informed decisions, write reports and monitor financial movements.

**Responsibilities:**

* Consolidate and analyse financial data (budgets, income statement forecasts etc.) taking into account NGO’s Directorate goals and financial standing;
* Provide creative alternatives and recommendations make NGO’s more accountable for the government of Afghanistan;
* Assembling and summarizing data to structure sophisticated reports on financial status of NGO’s;
* Develop financial models, conduct benchmarking and process analysis;
* Conduct financial studies on past, current and comparative performance and develop forecast models;
* Identify trends, advise NGO’s Directorate and recommend actions to NGO’s Director based on sound analysis;
* Track and determine financial status by analysing actual results in comparison with forecasts;
* Reconcile information by comparing and correcting data;
* Develop a budget format for NGO’s to report their budget to MoEc;
* Prepare financial reports, charts, tables and other exhibits as requested;
* Maintain and develop various financial models and standard templates distributed for use by all of Finance during the planning processes, ensuring quality, accuracy and focused analytic review;
* Ensure the accuracy of financial information produced;
* Demonstrate appropriate understanding/working knowledge of accounting principles and internal controls, and apply them; and
* Undertake any additional duties as may be required.

### **Job Requirements:**

* Master degree in Economics, Finance and Banking, Business Administration, Industrial Economics, Development Economics and other relevant disciplines or ACCA qualified;
* 5 Years Relevant Working Experience in higher positions (policy analysis, policy development and capacity development);
* Demonstrated ability to analyse, formulate sector and sub-sector policies, strategies and programs;
* Experience in fiscal development research is a plus point;
* Experience in advising senior government officials on fiscal policies.
* A demonstrated ability to influence key stakeholders through effective working relationships and good communication skills.
* Strong interpersonal and teamwork skills;
* Excellent written and spoken English is essential;
* Computer Skills is required.

Submission Guideline:

* All qualified applicants are hereby requested, to send their updated CV’s, copies of educational credentials attested and evaluated by ministry of higher education, and work experience contracts to the following emails.   
  Please refrain from sending extra and unnecessary documents, certificates and recommendation letters.   
  In case if you have any questions and or queries, please contact Mr. Noorulhaq Hakimy 0754030915

* Submission Email:
* To: moec.consultants@gmail.com & CC: moec.hrd1@gmail.com