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the People of Japan**



International Organization for Migration (IOM)
The UN Migration Agency

Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Finance Manager
Host Institution:	Shams London Academy
City:	Kabul
Position number:	01
Organizational unit: Reporting directly to: Overall supervision by:	Managing Director (MD)
Managerial responsibility: Directly reporting staff:	Finance & Logistics Officers

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Managing Director, and the overall supervision of Finance, the candidate will be primarily responsible for managing all financial transaction.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> 1-Ensure that the expenses incurred are in accordance with the approved budgets and are also in compliance with organizational, statutory and donor guidelines. 2- Verify accuracy of records and reports received from various offices. 3- Preparing of monthly cash forecast and quarterly expenditure reports for submission to the Line head. 4- Monitor and supervise the cash flow, outflow and ensure that sufficient funds are always available in the program area. 5- Preparation of annual budgets and close monitoring on a monthly basis. 6-maintains financial security and ensures implementation of internal accounting controls. 7- Prepare reconciliation of accounts, and the transfer of funds between head-office, other agencies and the regional offices when required. 8- Review the payroll records and ensure that adequate controls are in place. Make sure that taxes and other statutory deductions are made and are reported to relevant authorities. 9- Supervise the work of finance staff; including entire book-keeping process. Ensure that adequate review procedures are in place for monthly regional monitoring. 10- Managing training, scheduling, coaching, planning, monitoring and appraising the work of finance team. 11- Implement procurement functions in collaboration with other departments. 12- Oversees and directs budgeting, audit, tax, accounting, purchasing, long range forecasting for the company and Coordinate tax reporting programs 13- Appraises the Organization financial position and issue periodic reports on organization's financial stability, liquidity and growth. 14- To arrange to prepare all reports, statements, Forms and returns required to be submitted and deal with relevant references and other



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Other duties and responsibilities

- 15- To prepare necessary data for drawing up of the business plan of the company when required.
- 16-Deal with all government authorities and other relevant agencies regarding the Finance issues.
- 17-Strictly control and supervise the procurement process and direct the according rule of procurements.
- 18-Strictly control the academy student's admission process and give these report to line head.
- 19-Direct the Finance staff on right process takes report from them.
- 20-To execute any other tasks which may be assigned from time to time by line head

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems



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Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical (specific to the job family)

- The technical requirements are: computer knowledge.



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V. EDUCATION AND EXPERIENCE (*specific to the category and (expected) level of the position*)

- A completed university degree in business administration or finance
- Minimum one year of relevant work experience in finance with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.

VI. LANGUAGES

Required

- | | |
|---|----------------------------|
| <ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English | Fluent
Fluent
Medium |
|---|----------------------------|