

Country Financial Director

Job Title: Country Financial Director
Location: Kabul, Afghanistan with intermittent travel within Afghanistan and to Amsterdam, The Netherlands
Contract Date: As soon as possible for the duration of one year (non-dependant post)
Please note a medical exam is required for this position.
Reports to: Operational Director/Director Resource and Organization HealthNet
TPO Amsterdam

1. GENERAL DESCRIPTION

HealthNet TPO has an extensive track record in Afghanistan, which has been built around three independent programmes: i) the Health Care Support Program, ii) the Malaria Control Program and iii) the Mental Health and Psychosocial Program. HealthNet TPO is currently working in approximately 16 provinces. The turnover in Afghanistan last year was approximately 19 million euro's. The main funding sources are the European Commission, USAID, Global Fund and Gavi.

Microsoft Dynamics Navision was introduced in 2010 for the bookkeeping. Further system improvements are needed, particularly regarding development of timely management information. The finance & control department and the accounting department consists of approximately 10 employees.

2. PURPOSE OF POSITION

The focus of this position will be to organise the financial department and building the capacity of the financial department in financial planning and internal control. He/she will ensuring that the department staff are working in a structured way and that the financial information is according to international accounting standards and donor requirements. The aim of this position is that within one year the financial department delivers all management information on a monthly basis on time.

3. CORE RESPONSIBILITIES AND TASKS:

- Responsible for financial management of HealthNet TPO Afghanistan;
- Develop and or improve protocols on every single financial aspect and ensure staff are trained and working accordingly;
- Strengthen the Afghan finance team in all financial aspects by building capacity via training, mentoring and other methods as required;
- Assess the strength of the country finance teams and work with the financial controller and finance staff to deliver improvements;
- Responsible for internal and external financial reporting;
- Participation in planning and budgeting process;
- Coordinate internal audits and responsible for internal control

4. PROFILE

- Recognized university degree in accounting, business economics or a related discipline;
- Minimum of 10 years of relevant managerial experience, with at least 5 years in a developing country, ideally in a NGO project related setting;
- Proven experience in capacity building;
- Experience with donor financial management procedures (accounting and reporting formats, withdrawal applications, external audits, etc.) is desirable;
- Proven ability to ensure the continuous availability of funds, to control the disbursement of these funds, and to properly establish recognized procedures to account for their use;
- Advanced English language skills (both oral and written communication).

For specific questions please contact our HRM department at HealthNet TPO, Tolstraat 127, 1074 VJ Amsterdam +31 20 5120646 or e-mail to recruitment@healthnettpo.org. For more information on our organization, please check our website: www.healthnettpo.org.

Please send your CV and application letter (including your motivation) to recruitment@healthnettpo.org by January 24, 2012. When applying, include the following title in the email subject line: CDF

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