



ACBAR

Agency Coordinating Body for Afghan Relief and Development



Position Title: Provincial Finance Officer

Activation Date: 18 August, 2025 Announced Date: 18 August, 2025 Expire Date: 27 August, 2025

Job Location: Balkh (/job/location/4?location=Balkh)
Nationality: National
Category: Finance
Employment Type: Full Time
Salary: The monthly salary will be paid in accordance with the NGO's policy
Vacancy Number: OAWCK-03-2025
No. Of Jobs: 1
City: Mazar-e- Sharif
Organization: Organization for Afghan Women Capacity and Knowledge
Years of Experience: 3-5 Years
Contract Duration: 7 months
Gender: Male
Education: Bachelor's degree in Finance, Accounting, Business Administration, or related field
Close date: 2025-08-27

About Organization for Afghan Women Capacity and Knowledge:

Organization for Afghan Women Capacity and Knowledge (OAWCK) is an Afghan, independent, nonpolitical, nonsectarian, nonprofit organization, created at the initiative of a group of Afghans in 2009. It has been registered under # 1888 with the Ministry of Economy of the Islamic Republic of Afghanistan, Ministry of Public Health, Ministry of Women Affairs as well as local provincial governments – as well as member of ACBAR, AICS certified, and AHF verified partner. The organization was initially involved in to improve the capacity of afghan women, ending violence against women and developing awareness of society regarding women and children rights, health, gender equality, sexual and reproductive health, ending violence against child, ending child labor, decreasing mental and economical press of Afghan women caused by Violence, War and Poverty and active participation of women in civil society activists, Election and self/right Defense.

Job Description:

- Monitor the Organization finances and produce financial reports.
- Overall responsible for accounting and budgeting
- Work closely with management to develop and implement strategies and plans to achieve the organization long-term objectives.
- Transfer of cash from the bank to the office and ensuring the security of all project funds. Maintaining the security of appropriate keys/combinations to the safes in the office.
- Preparation of attendance sheets and its reports. Supporting of junior and senior staff in any matter
- Performing of all activities of IT including networking, hardware, software's
- Making recommendations to the Finance and Administration Manager regarding improvements to the cash safety and disbursement procedures.
- Complete Advance Receipt in the Receipt Book with all necessary information.
- Ensure that proper approval signatures are obtained and that both parties: Payer and Receiver verify the cash amount of the transaction.
- Prepare financial projections and fund utilization report.

Job Requirements:

Educational Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's degree or professional certification such as CPA, ACCA, or CFA is an advantage).

Professional Experience

- Minimum of 3–5 years of proven experience in finance, accounting, or related roles (preferably with NGOs & INGOs).
- Experience in preparing financial reports, budgeting, and financial analysis.

Technical Skills

- Strong knowledge of accounting principles, standards, and financial regulations.
- Proficiency in accounting/finance software (QuickBooks).
- Excellent MS Excel and Microsoft Office skills.

- Ability to manage payroll, accounts payable/receivable, and bank reconciliations.
- Knowledge of taxation, audit procedures, and financial risk management.

Soft Skills

- Strong analytical and problem-solving skills.
- High attention to detail and accuracy.
- Strong communication and reporting skills in English (and local language if required).
- Ability to work under pressure and meet deadlines.
- Integrity, confidentiality, and professionalism in handling financial data.

Submission Guideline:

Please send your CV and application letter to hr@oawck.org.af Email,

Please mention the position title in your email subject line otherwise it will be rejected

We thank all the applicants for their interest, however; only the shortlisted candidates will be contacted.

Submission Email:

hr@oawck.org.af

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