

JOB DESCRIPTION

Job Title: Finance Manager
Location: RTE's HQ at Kabul

Job Responsibilities:

- Ensure correct entry and documentation of Company's expenses and revenues on daily basis.
- Prepare daily, weekly and monthly expenditure, sales and revenue reports.
- Verify fiscal records and reports on daily basis.
- Prepare financial reports required for the company's internal and external audits.
- Prepare daily, weekly and monthly invoices and arrange their payments.
- Maintain accounting journals including cash flow reports.
- Work closely with the relevant staff of all the departments to get inputs for company's business plans.

Required Qualifications:

- Degree or diploma holder in economics or finance /MBA/BBA with 3-5 years of relevant experience.
- Should have excellent writing, reading and speaking skills in English language. Knowledge of local languages is preferred.
- Should have corporate level proficiency in MSWord, Excel, PowerPoint and official e-mailing/computer skills.
- Should have a presentable, courteous and pleasant personality.
- Should be hardworking, sincere, honest, dedicated, and self achiever.