



CREDIT GUARANTEE FUND AFGHANISTAN

## **Finance Specialist**

Job title: Finance Specialist  
Job type: Full-Time (40 hours)  
Employer: ACGF – Afghan Credit Guarantee Foundation  
Location: Kabul, Afghanistan  
Start: ASAP

### **Who We are:**

ACGF – Afghan Credit Guarantee Foundation is a charitable foundation based in Cologne, Germany and an office in Berlin. Established in 2014, ACGF is supported by funding from different international stakeholders, e.g. the World Bank and the European Union. ACGF's mission is to enhance access to finance for Micro, Small, and Medium Enterprises (MSMEs) in Afghanistan by providing credit guarantees, matching grants, and related Technical Assistance (TA) to Partner Institutions (PIs) – banks and microfinance institutions. ACGF is also supported by its Afghan subsidiary SCSA – SME Client Support Afghanistan LLC with different ancillary services.

Looking ahead, ACGF plans to expand its activities with additional stakeholder support anticipated in 2024 and beyond. This expansion aims to enhance the impact on Afghan MSMEs and the PIs that support them, further driving economic growth and stability in Afghanistan and thereby helping the people of Afghanistan. Therefore, ACGF is in the process to register as International Non-Governmental Organization (INGO) with an Afghan Representative Office physically based in Kabul. ACGF's Local Representative is already working on the ground.

In this context, ACGF is looking for a professional as **Finance Specialist** for our Local Representative Office in Kabul, Afghanistan, starting as soon as possible.

### **Purpose of Position:**

The Finance Specialist (FS) works closely with the Local Representative who is heading the ACGF Kabul Representative Office on all financial matters related to INGO-affairs and the Afghan Representative Office. Further, a close coordination with the Finance team in Germany is

essential to provide required financial information and take over tasks assigned from head office in Germany to help achieving the institutional goals and objectives. Apart from a profound background in financial management, this position requires excellent communication skills and a dynamic, experienced, and professional personality with the ability to contribute to the goals of our organization. ACGF is offering competitive compensation package and a modern, international working environment.

## **Responsibilities:**

- **Financial Management and Reporting:** Ensure overall compliance with financial processes and maintaining financial records in accordance with internal policies and Afghan regulations. Manage financial reporting to key stakeholders especially MoEc and MoF and provide regular reports and updates to INGO management and ACGF Germany. Create and maintain financial management manual.
- **Accounting and Cash Management:** Perform bookkeeping including asset register by maintaining a financial bookkeeping system e.g., QuickBooks, cost accounting, reconcile accounts including inter-company transactions between Local Representative Office and ACGF Germany, process payroll and bank transfers, and ensure that financial operations are accurately documented. Profound knowledge of IFRS is a must. Maintain bank account reconciliation documentation and cash management including liquidity planning.
- **Budgeting and Forecasting:** Collaborate with Local Representative and ACGF Germany finance team to develop annual budgets and monitor financial performance against budget forecasts. Provide financial data analysis to improve efficiency.
- **Project financials:** Financial management of project funds provided by stakeholders for specific project activities, including eligibility and plausibility checks and related financial project reporting. Close coordination with other ACGF departments and PIs is required.
- **Project finance documentation:** Oversee and be responsible for maintaining clear and accurate separation of project financial documentation to facilitate reporting requirements to various recipients, i.e. Afghan authorities and other stakeholders.
- **Compliance:** Ensure compliance with Afghan tax laws and other regulatory requirements, prepare and submit tax filings, and coordinate with external auditors during audits.
- **Procurement:** Conduct and support procurement processes according to internal or external policies, including fulfilment of documentation requirements.

## **Qualifications and Requirements:**

- **University degree**, preferably in accounting, finance, business administration or other related fields. A Master's degree or relevant certification (e.g., ACCA, CMA, CPA) is preferred.
- At least **five years of experience in financial management and accounting**, preferably within an international organization or INGO.
- Advanced **knowledge and practical experience of accounting software** (e.g., QuickBooks) and strong knowledge of IFRS and Afghan tax regulations.
- Proficiency in **Microsoft Office** applications
- Strong **financial analysis, budgeting, and forecasting skills**, with attention to detail and accuracy.
- Good **analytical skills**, ability to **follow a structured approach** in fulfilment of tasks
- Excellent **communication skills** (oral and in writing)
- Fluency in **English, Pashto, and Dari** languages is required.
- **Independent and reliable** way of working

## **What we offer:**

- **Competitive compensation**
- **Training** opportunities
- Contribution to a **visible impact in Afghanistan**
- An environment supporting **autonomous and results-oriented work** with **short communication and decision-making processes**
- **Daily lunch in office, transportation allowance and health cost support**

## **Interested?**

We are looking forward to getting to know you. For more information about us, please visit our website at [www.acgf.de](http://www.acgf.de).

Please apply [here](#) by **29<sup>th</sup> of October 2024 with up-to-date CV, one page cover letter and your remuneration expectation**. Applications are reviewed on a rolling basis.

For any questions regarding this job announcement, please contact Daniel Jobmann (Senior Manager Finance & Controlling) at [d.jobmann@acgf.de](mailto:d.jobmann@acgf.de). Only shortlisted candidates will be contacted. ACGF reserves the right to amend the job description at any time.