

FINANCE ASSISTANT, Head Office, Dushanbe

Type of employment:	Full-time employee for 1 year with the possibility of extension
Duty Station:	Dushanbe
Level:	Assistants
Education:	Master Degree on Finance, accounting or other relevant
Work experience:	minimum of 2 years experiences in working with a corporate or an International NGO environment in the same position with same responsibilities
Reporting line:	Finance Officer

Good Neighbors is an International non-profit humanitarian development NGO founded in Korea in 1991. Good Neighbors International works in 50 countries **and focuses on community development to protect children's rights and encourage the self-reliance of community.**

Good Neighbors exists to make the world a place without hunger, where people live together in harmony. Good Neighbors respects the human rights of the most vulnerable regardless of age, gender, culture, ethnicity, disability and religion and helps them live in self-reliance.

In alignment with our mission, Good Neighbors believes that all people's human rights should be respected, and we recognize that we have a responsibility to protect their rights and to prevent any form of harm. Therefore, Good Neighbors has zero-tolerance towards any action that leads to the physical, sexual and/or psychological harm, violence, exploitation and emotional abuse especially for children (any person under the age of 18), women and vulnerable adults.

Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All employees and partners must ensure that they understand and act in accordance with this clause, please see <https://www.goodneighbors.org/who/account>.

Good Neighbors in Tajikistan (GNT) has been working in Tajikistan since 1998. The objective of GNT is to improve the lives of people, especially children through education, community as well as emergency relief projects. GNT is working with the key stakeholders such as Ministry of Education, Ministry of Health, Ministry of Labor and migration, Committee of Women Affairs, Local authorities, INGOs UN and donor agencies such as, EU, GIZ, UNICEF, WFP, and others in an integrated approach to connect poor and vulnerable communities to quality education, health, water and sanitation services.

Good Neighbors in Tajikistan (GNT) now searches for an experienced **Finance Assistant** responsible for ensuring the financial policies and procedures are in place and followed, preparation consolidated financial reports, assisting Finance Officer with analysis of portfolio, and liaising with Sub-offices in Tajikistan.

Main Responsibilities:

1. Financial Accounting, Reporting, and Control:

- Assist to ensure accounting systems, policies, internal controls and procedures are quickly established for the collection of accurate, complete and timely financial data (e.g.: budgets, forecasts, expenditure, commitments, payroll);
- Work with Finance Officer in preparation and generating of GNIT monthly, quarterly and annual reports for Local Tax Institutions, Donors and GNT HQ office;
- Ensure the security of all cash and assets (e.g.: regular cash and bank reconciliation, cash count, fixed asset and inventory physical checks);
- Prepare bank payment orders for processing;
- Review and prepare payment packages, record entry into Quick Books.

2. Financial Planning and Budgeting:

- Work closely with the Finance Officer and Project team to develop and revise Annual Plans and budgets.

3. Payroll management

- Calculate the payroll according to the up-to-date staff list, starters, leavers, pay scales & increases, time sheets, sick leaves, holidays, budget codes etc.
- Ensure tax and other statutory deductions are deducted accurately and made payable to salary and taxes accrual accounts.
- Prepare salary taxation reporting process and submit to local relevant institutions.

Required experience

- Excellent knowledge of Tax and Labor codes
- Good knowledge of MS Office applications especially MS EXCEL is a must, experience of working of working with QuickBooks finance software will be preferable
- Good analytical and calculation skills
- Attention to small details and accuracy in calculations
- Ability to work in team under strict deadlines

ADDITIONAL INFORMATION

- Incomplete applications will not be considered.
- Only shortlisted applicants will be contacted.

ONLY GOOD NEIGHBORS INTERNATIONAL APPLICATION FORM SHALL BE CONSIDERED FOR THE SHORT-LIST, recommendation letters are welcomed. Please download [GNT-Application-Form](#) following this link, fill it and send to gnt.humanresources@gmail.com and arina.nam@goodneighbors.org

If you want to be involved in social and humanitarian projects to help and empower people, be part of our team.

For additional information:

www.goodneighbors.org

www.goodneighbors.tj

<https://www.facebook.com/gntajikistan/>

https://www.instagram.com/goodneighbors_tj/

<https://www.linkedin.com/company/15834558/>