



## **Job Title: Finance Officer**

### **Terms of Reference**

The Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization dedicated to promoting economic cooperation in the Central Asia and along the Silk Road through knowledge generation and sharing. The Institute is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

The CAREC Institute is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyzstan, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is a knowledge support arm of the CAREC Program which is a proactive facilitator of practical, results-based regional projects, and policy initiatives critical to sustainable economic growth and shared prosperity in the region, guided by the overarching vision of "Good Neighbors, Good Partners, and Good Prospects."

The Institute acts as a knowledge connector among the five CAREC clusters to ensure coherence in design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

The CAREC Institute invites applications for the position of **Finance Officer**, a national staff position which reports to the Head of HR & Finance Unit.

#### **A. Functions and Responsibilities**

- 1) Maintain and reconciles the general ledger on a monthly basis.
- 2) Compile data and prepare variety of reports.
- 3) Contribute to preparation of budget comparison and cash flow reports.
- 4) Assist in preparation of accounting and financial reports, accounting records, and statistical records.
- 5) Compile, analyze, and summarize financial information; prepares periodic financial reports.
- 6) Reconcile the statement of credit card deposits and service charges.
- 7) Performing bank and G/L account reconciliations.
- 8) Payroll reconciliation.
- 9) Assist in provision of financial documents and prepare responses for queries from staff and management as well as from external auditors.
- 10) Guide units on accounting policies and procedures; answer inquiries on financial procedures and provides information.
- 11) Assist in maintaining and managing financial information for internal and external use.
- 12) Develop and write query reports on computer systems for the unit.

- 13) Write and update procedures for the unit's financial systems and prepare specifications on system modifications and enhancements.
- 14) Coordinate between different units for budget and expenditure matters as and when necessary.
- 15) Undertake any other work-related tasks as directed by the supervisor.

#### **B. Qualifications and Selection Criteria**

- 1) Master's degree in economics, business administration, finance, accounting or a related field.
- 2) At least 2 years of professional experience (including internships) in the related fields, demonstrated independence of thinking, teamwork and strong analytical skills.
- 3) High proficiency in MS Office and AIS (Yong Yon system).
- 4) Strong interpersonal and communication skills.
- 5) Proficiency in English and Chinese languages both verbal and written.
- 6) Applicant must be a Chinese national. Candidates will be considered on the basis of merit and suitability taking into account position requirements and overall qualifications.

#### **C. Application Procedures**

- 1) The applications in English should be emailed to **hr@carecinstitute.org by 7:00 p.m., Beijing time, October 18, 2019 (Friday)**. The CAREC Institute is an equal opportunity employer. Female candidates are particularly encouraged to apply. Only short-listed applicants will be contacted.
- 2) The candidates are required to certify that all information provided on the application form, resume or CV is complete, true and accurate to the best of their knowledge. The applicant understands that information may be verified, and any misrepresentation of facts may be considered as a cause for dismissal regardless of when it is discovered by the CAREC Institute.