

Financial Specialist

Employer: UZAIFSA

Job Description

Advertisement period: 05.03.2020 - 25.03.2020

Field of activity / job category: Projects / Specialist

Responsibilities:

- Preparation of payment orders, agreements on currency sale, statements on opening credits, cash plans and other bank letters. Regular receipt of bank statements of all accounts from commercial bank and monthly summary cashflow certificates. Receive, review and summarizing the reports of entities in charge. Preparation of on-line reports and reports on actual utilization of the Project funds.
- Participation in preparation of quarterly financial reports for IFI and other external information users and accounting of executive agency in line with international standards.
- Preparation of withdrawals from IFI's special account.
- Keeping record on submitted certificates of executed works by contract organizations, clearance of mutual settlements of accounts with them, quarterly verification of payments.
- Preparation and provision of financial statements for audit, participation in auditor's activities (tests, checks, etc.) and review of the audit report. Working together with auditors until receiving IFI's final approval on auditor's report.
- Preparation of statistical reports for authorities of statistics.
- Working on financing, report control and reports provided by PIU of the pilot districts, and conduction of overall inventory of holdings, works and services, rendered in the project implementation process, taking off the fulfilled contracts etc.
- Implementation of payments under co-financing share of the Government of Republic of Uzbekistan as to preparation of orders under the State's share payments for executed works and supplied goods through the Board of Treasury.

Requirements for a candidate

Age: 18-50

Gender: Irrelevant

Residence: Uzbekistan

Education: Bachelor degree

Professional requirements:	<ul style="list-style-type: none">- higher professional education,- work experience in the field of professional activity,- experience in working with basic computer programs,- knowledge of financial legislation. work experience in government and business administration, working knowledge of English language.
Working conditions	
Region:	Tashkent
Employment:	Fulltime
Proposed salary:	Under contract
Additional Information	
Additional information:	Please send your CV and valid contact details to contact.