



PACTCOMMUNICATIONS

Finance and Administration Manager

PACT Communications is a radio production company based in Jalalabad. PACT programmes include a day-to-day radio soap opera entitled Da Pulay Poray <https://www.facebook.com/dapulayporaydrama> and a sister programme of reports, focusing on the themes covered in the radio drama. These themes include issues such as grassroots democracy, peace building, women's inheritance issues, protection, humanitarian and development assistance, human rights, international humanitarian law, environmental care, immunisation and other issues relating to the current situation in Afghanistan.

PACT receives funding from a wide range of clients on a thematic basis. For example, one client may cover topics relating to humanitarian access, while another covers individual protection, hygiene, sanitation, widows rights and other themes which have been sponsored by donors. With a high level of daily output, PACT is now looking to strengthen its operation with the appointment of a Finance and Administration Manager.

The Finance and Admin Manager will be answerable to the Head of PACT Radio. He or she will be responsible for running internal office affairs including overseeing financial matters and developing strong financial systems. The successful candidate will help develop improved financial procedures. He/she would liaise with auditors and the financial departments of clients, and provide the head of PACT with projected budgets, so that the head of PACT has a clear idea how much funds need to be raised, and for what topics. He/she will play a proactive part in suggesting possible donors to expand activities. The successful candidate will be expected to display an active interest in the daily radio production of PACT, and support that programme by putting in place and developing strong, transparent financial systems. He or she will increase confidence in PACT, by giving the organisation a strong financial and administrative basis. In addition, the successful candidate:

- should be a trained and qualified chartered accountant
- have a track record of managing budgets
- have experience in office management
- should have experience of engaging with financial departments of other partner organisations
- have an interest in the media
- be fluent in Pashto

This position will be based in Jalalabad. Ideally, the Finance and Administration Manager will be from Jalalabad, or the surrounding Eastern region, or be ready to relocate here. PACT will offer a competitive salary for this position.

Anyone interested in this position should send a CV along with a cover letter explaining your interests in the position directly to the head of PACT - jmbutt@pactradio.org. All applications should be in by June 15th 2016. We plan to make an appointment by the end of June, with the successful candidate being in place by July 1st.