

Job Description

Position title	Finance Manager
Name of program	N/A
Duty Station	Phnom Penh – Krousar Thmey Head Office
Supervision	Finance & Admin Director
Version	2017.08

Krousar Thmey, the first Cambodian foundation assisting children, is seeking its new Finance Manager.

By complying himself/herself with Krousar Thmey's vision, mission and policies, he/she will work closely with the Finance Director, and also collaborates with different staff from schools, centers and family houses. He/she will assist the finance director to manage the finance team

Responsibilities

Financial and accounting management

- To contribute in the organization's annual budget preparation and follow up
- To assist the Finance Director to ensure a reliable organization's financial accounting
- To ensure and control data entries into the accounting system
- To follow the treasury situation and forecast the organization's needs
- To follow organization's asset acquisition, transfer, and inventories
- To control the preparation and collection of any financial supporting documentation
- To actively contribute to financial analysis such as controlling costs and budget analysis

Relations with internal departments and third parties

- To supervise and prepare financial reports to major donors, ensuring a strong and accurate matching with the accounting system
- To check the accuracy of all financial reports before they are sent to donors
- To follow-up actual expenses and ensure that organizational funds are used appropriately, in accordance with donor agreements and the financial management policy
- To supervise spot checks and audits from donors
- To liaise with the external auditors, and prepare the organization's annual report based on auditors financial statements
- To provide support to field finance staff, and work closely with them to ensure that financial information is accurate and up to date
- To help program coordinators to build follow-up tools, increasing their understanding of financial aspects of projects and programs

Financial processes and rules

- To develop and maintain financial guidelines, best practices and procedures within the organization
- To ensure compliance with accounting rules and the organization's internal policies
- To validate purchases, missions and trainings requests according to the financial management policy
- To check and validate documents submitted by the Finance staff such as petty cash reports, bank reconciliations, cash reconciliations, etc.
- To improve and develop the accounting system (QuickBooks) in order to facilitate the reporting process
- To help improving accounting system, making proposals on the current chart of accounts, and to develop any relevant report when necessary

- To ensure compliance with the financial management policy and verify that financial controls are appropriately implemented
- To visit field offices and program activities on a regular basis in order to check the expenditures, calculate monthly amounts to transfer and perform controls such as inventory, cash counts, etc.

Requirements

- At least Bachelor degree in Finance and Accounting, or equivalent combination of education and proven work experience (Master in Finance/accounting/audit would be a plus).
- A minimum of 2 years of experience in finance and accounting
- Excellent organization skills with a proven ability to prioritize tasks and a demonstrated experience in accounting and financial tasks
- Proficient in MS Office, particularly Excel
- Good knowledge of accounting systems (QuickBooks would be a plus)
- Excellent skills in spoken and written English are mandatory (French would be a plus)
- Honest with strong ethical values, sense of responsibility and demonstrated accountability
- Car or motorbike driving skills (*optional for People with Disabilities*)

Conditions

- Contract: **Cambodian contract**
- Contract duration: **Long term contract with 3 month probation period**
- Monthly salary: **according experiences**
- Benefits: Khmer New Year & Pchum Ben Bonus, Health Benefit, and Provident fund.

Application requirements

Interested candidates are requested to submit a cover letter (2 pages maximum) with a current photo and a comprehensive CV (2 pages maximum) with salary expectation by email only to hr@krousar-thmey.org (Subject: Application – Finance Manager). Only shortlisted candidates will be contacted for interview. For more detail, please contact 023 880 503.

Address: #145, Street 132, Sangkat Toek Laak I, Khan Tuol Kork, Phnom Penh.

Closing date for applications: Thursday 24th of August 2017, 05:00 pm

Notice: applications that do not respect the requirements will not be considered.

Only shortlisted candidates will be contacted for interview.

Krousar Thmey is an equal opportunity employer and the candidate will be selected based on merit.

Women and People with Disabilities are strongly encouraged to apply.